**When to use this letter:** When two different agents are competing for the same policyholder. For example:

* Agent 1 sends us the submission through AmeriTrust on 10/3/22.
* Agent 2 sends us the submission through Fundamental Underwriters on 10/4/22.
  + Agent 2 submits the business with an AOR and that letter has non-rescinding language.  We would immediately recognize Agent 2 and advise Agent 1 they are out.

OR….

* + We advise Agent 2 that we have already received a submission through an AF Group brand (FUND) and require an agent of record (AOR) letter in order to proceed with Agent 2.

Dear NAME,

On DATE, we received a valid agent of record letter for Account Name -- on company letterhead, signed by an officer of Account Name and reserved in our policy system.

*Option 1*

The insured has requested that we waive all waiting periods, and that we transfer representation for their account immediately. Based on the non-rescinding language of their request, our intention is to comply with their letter.

*or*

*Option 2*

Please present a countermanding agent of record letter within 5 business days of receipt of this letter – noting that it must be on company letterhead, signed by a company officer and clearly stated as a non-rescinding appointment of your agency. If we don’t receive this letter within 5 business days, we will comply with the customer’s request.

Please contact BLANK with questions and thank you for your continued partnership.

[Insert your signature here]