

SAMPLE BROKER OF RECORD LETTER

Company's Letterhead

Date:

Appropriate Broker Representative
Aetna US Healthcare
Broker Department
55 Lane Rd.
Fairfield, New Jersey 07004

Dear Appropriate Broker Representative:

**We at _____ (Company's Name) would like to recognize
_____ (Brokerage Firm or Broker's Name) as our broker of
record for our Aetna US Healthcare benefits. Please copy (Brokerage Firm
or Broker's Name) on all pertinent information relating to our contract.**

Sincerely,

Officer of Company/Employer