Town & Village Insurance Services **Agent of Record**
Columbus, Ohio

Insurance Company: _____ Date: _____

Name of Insured: _____

Policy Number(s): _____

To Whom it May Concern:

Effective immediately, please recognize Town & Village Insurance Services as the agent/broker of record for all matters pertaining to the above mentioned policy or policies with your company. This appointment is effective immediately and will remain in full force and effect until you are notified in writing to the contrary.

If you have any questions regarding this authorization, please do not hesitate to contact me.

Thank you for your cooperation and assistance in this matter.

Sincerely,

Signature: _____

Print name: _____

Please mail, fax, or email this form to:

Town & Village Insurance Services
2000 Henderson Rd Ste 340
Columbus, OH 43220

Fax: 614-457-2133

Email: homeoffice@townvillageins.com