

Sample Broker of Record Letter

(Account Company's Letterhead)

CIGNA
499 Washington Blvd
Fifth Floor
Jersey City, NJ 07301
Attn: Commissions Dept.

Date _____

Group# _____

This will notify you that our company has named _____,
working through the General Agent, Benefit Solutions, as the new broker of
record for our above numbered group insurance with CIGNA.

This will allow our new broker of record to access information about our
plan as well as allow him to receive any commissions payable, when those
commissions may be payable.

We would like this designation to take place as soon as possible and have it
remain in effect until we notify you in writing to the contrary.

Further, we agree that such notice will apply to future contract renewals.

Sincerely,

Name

Title of Company Official