COMPANY LETTERHEAD

Current Date

Jennifer Dubois

Senior Account Coordinator

Dominion Dental Services, Inc.

Re: Broker of Record

Group Number:

Dear Dominion Dental:

This is to notify you that I have appointed **<Broker Name>** of **<Agency>** whose business address **<Street Address>, <City>, <State>, and <zip>** as my Broker of Record with respect to coverage provided by **Dentaquest. This appointment is effective <DATE>.**

This appointment is in conjunction with **Benefit Design Group** as the ***Third Party Administrator***. They will be responsible for handling all future billing and/or administration.

Sincerely,

<Client Name>, <Title>