

***Must be on Company letterhead**

Universal Broker Change Letter (for broker to broker or direct to broker)

Date

Dear Account Executive;

Please accept this letter a formal request to name **Broker Name** as the exclusive broker for **Company Name** effective **Date**. I understand that by requesting this change, **Broker's Name** will begin to receive the in-force commission payments (if applicable) from Blue Cross Blue Shield of Massachusetts effective the 1st of the month following the date of this letter. I also understand that by designating **New broker's name**, I am approving the release of information regarding **Company's name's** Blue Cross Blue Shield of Massachusetts medical and or dental coverage exclusively to **New Broker's Name** unless otherwise stated via written communication.

This broker designation will remain in place until rescinded in writing by **Company Name's** designee.

Sincerely,

Company Officer