

DRAFT LETTER FOR SIGNED ADDENDUM TO BE EXECUTED

(Insert Date)

(Insert Agency Name)
(Insert Agency Address)

Re: Agency Carrier Technology Agreement Addendum

(Insert Salutation):

Attached is an addendum to the agency technology agreement we have with your company. The purpose of this addendum is to clarify the terms of both the agency agreement(s) and the technology agreement(s) that are in effect.

We have already signed the addendum on behalf of our agency. Please execute the attached as soon as possible and return it to us by both fax and mail.

Thank you for your attention to this matter.

Sincerely,