

DRAFT LETTER FOR UN-SIGNED ADDENDUM

(Insert Date)

(Insert 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.

If you should have any questions please feel free to contact us.

Sincerely,