ON THE LETTER HEAD OF THE CLIENT

Date

To

**M/s.Alert Insurance Brokers Pvt. Ltd.**

No.12 (Old No.19),1st Floor, Rutland Gate 4th Street,

(St. Opp Taj Coromandel Hotel)

Chennai - 600 006.

Dear Sir / Madam,

**Re: Appointment of INSURANCE BROKER- Mandate**

We are pleased to appoint you as our Insurance Broker for managing all our Insurance related matters.

Thanking you,

Yours truly,

Full Name

Designation

Signature of the client