

## Acceptable:

✓ TO Anthem BCBS:

My name is John Doe and I would like to change my agent of record to Jane Broker #12345 effective immediately.

Sincerely,

John Doe ID # 123M45678  
2/13/20

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## \* NOT Acceptable: will be rejected \*

TO Anthem BCBS:

Please change my agent of record to Jane Broker #12345.

Signature: John Doe

date: 2/13/20

ID#: 123M45678

NOTE:  
IT'S THE LINES  
(I.E. FILL IN THE  
BLANKS) THAT  
MAKE THIS A  
FORM LETTER