This template is to be copied onto your letterhead

**INSURED’S LETTERHEAD**

Date

To Whom It May Concern:

**Letter of Appointment**

Effective from ***Insert date***\*, We/I, as the appointed strata managing agent, on behalf of the Owners Corporations of the Strata Scheme \_\_\_\_\_, appoint CRM Brokers Pty Ltd - Level 29, Chifley Tower, 2 Chifley Square, Sydney NSW 2000 - to manage all our/my insurance requirements as agreed.

We/I authorise our insurer(s) past or present to provide CRM Brokers Pty Ltd and/or its representatives with all information they request regarding our/my insurances and claims history for the classes of insurance below;

**Add classes of insurance and name of insurer in each case**

* **Example Strata Insurance - ABC Insurance Company**
* **Example Machinery Breakdown – XYZ Underwriting Agency**
* **Example Workers Compensation – 123 Insurance Company**

This appointment replaces any existing arrangement in place between us/me and any other insurance intermediary formally appointed to advise on or arrange or negotiate our/my insurance requirements as described above.

Yours faithfully,

Insured’s Name

Title/capacity of the company’s representative^

Common Seal

^ If more than one insured entity involved ensure consent of other insured entities obtained to this

\*If the receipt of this Letter of Appointment is beyond 90 days from the effective date, then it will be invalid.