

# Letter of Authority

To instruct your insurer to accept us as your broker, please print this letter onto a letterhead showing your address, complete all your details below and return it to us at the address below.

Chris Knott Insurance  
5th Floor  
Cavendish House  
Breeds Place  
Hastings  
East Sussex  
TN34 3AA

**Insured's Name:** <insert your organisation name here>

**Current Insurance Company:** <insert your insurer's name here e.g. Ansvar>

**Policy Number/s:** <insert your existing policy number or numbers here>

## To our current insurers:

Please note that with immediate effect we appoint and transfer our insurance policies to Chris Knott Insurance Consultants Limited as our insurance broker. They are located at 5th Floor, Cavendish House, Breeds Place, Hastings, East Sussex TN34 3AA.

Please issue them with all information they require to enable them to carry out a review of our ongoing requirements.

Many thanks for your assistance.

**Signed:** <insert your signature here>

**Your Role** (e.g. Treasurer, Elder, Trustee etc): <insert your role here>

**Date:** <insert today's date here>