**REQUEST FOR NOVATION - LETTER EXAMPLE**

**DA FIRM 1 LETTERHEAD**

Agency Team  
Assurant Intermediary Ltd  
Emerald Buildings  
Westmere Drive  
Crewe  
Cheshire  
CW1 6UN

Date: XX XXXXXXX 20XX

Dear Sirs

**Re: Transfer from DA Firm 1 (FCA NO: XXXXXX) to DA firm 2 (FCA NO: XXXXXX)**

Please be advised that following the acquisition of the book of business from DA Firm 1 by DA firm 2, the enclosed clients’ policies and servicing rights under DA Firm 1 (FCA NO: XXXXXX) should now be transferred to DA firm 2 (FCA NO: XXXXXX)

I can confirm that all DA Firm 1 clients have been written to and consented to transfer of their products held with DA Firm 1 to DA firm 2.

Please use the following bank details with effect from the date on this letter for all future payments:

Account name: XXXXXXXXXXXX

Sort Code: XX-XX-XX

Account Number: XXXXXXXX

Bank: XXXXXXXXXXXX

If you have any queries, please contact:

Name:  
Job Title:  
Telephone:  
Email:

Please confirm receipt of this request and when this will be actioned.

Yours faithfully

Name:   
Job Title:   
DA Firm 1:

**ACCEPTANCE OF NOVATION - LETTER EXAMPLE**

**DA FIRM 2 LETTERHEAD**

Agency Team  
Assurant Intermediary Ltd  
Emerald Buildings  
Westmere Drive  
Crewe  
Cheshire  
CW1 6UN

Date: XX XXXXXXX 20XX

Dear Sirs

**Re: Transfer from DA Firm 1 (FCA NO: XXXXXX) to DA firm 2 (FCA NO: XXXXXX)**

Please be advised that following the acquisition of the book of business of DA Firm 1 by DA firm 2, please accept this letter as acceptance to transfer all clients’ policies attached under DA Firm 1 (FCA NO: XXXXXX) to DA firm 2 (FCA NO: XXXXXX).

If there is more than one agency set up for DA Firm 1, please transfer all business and novate all policies to the main agency (DDXXXX) held with you for DA firm 2.

We confirm that DA Firm 2 will accept the compliance and regulatory responsibility for this business and will accept any potential commission clawback liability.

You should have already received a letter from DA Firm 1 regarding this business transfer but a copy of this letter is also enclosed with this correspondence.

Please use the following bank details with effect from the date on this letter for all future payments:

Account name: XXXXXXXXXXXX

Sort Code: XX-XX-XX

Account Number: XXXXXXXX

Bank: XXXXXXXXXXXX

If you have any queries, please contact:

Name:  
Job Title:  
Telephone:  
Email:

When this novation has been completed, please advise in writing to confirm.

Yours faithfully

Name:  
Job Title:  
DA Firm 2: