[Insert Resp Org's Company Logo]

**RESP ORG CHANGE LETTER OF AGENCY**

**To Whom It May Concern:**

[Insert Resp Org Legal Verbiage]

**Toll-Free Number(s):**

[Insert Toll-Free Number(s)]

**Resp Org ID:**

**Contact:**

**Telephone:**

**Email:**

**Toll-Free Subscriber:**

**Subscriber Address:**

**Authorized Contact:**

**Contact Title:**

**Contact Tel#:**

**Email:**

***Resp Org Instructions:***

[Insert Resp Org Instructions]

**Signature:** **Date:**

**Please Note:** The Letter of Agency (LOA) cannot be editable when uploaded to the Somos Portal Website (portal.somos.com).