

Product Sponsor Reimbursement Guidelines

Best Practice: Contact your company wholesaler to confirm specific requirements and method of delivery.

Global Atlantic Life

- 1) Copy of compliance approved invitation
- 2) Attendance list
- 3) Invoice/receipts
- 4) Attached letter printed on your letterhead

(Date)

(Wholesaler Name)

(Title)

(Fax or email)

Dear (Wholesaler),

Thank you for attending our recent client seminar on (date). We really appreciate your support in the amount of (\$\$\$\$) and appreciate your sponsorship.

Please send reimbursement to:

(Name of Broker Dealer)

(Address of Broker Dealer)

Should you have any questions or need anything additional, please call (name) at (phone number).
Thank you.

Sincerely,

(Rep Name)

(Title)