

REQUEST FOR BROKERED LOAD DOCUMENTS

(Insert Date)

(Insert Broker Name)

(Insert Broker Mailing Address)

To Whom it May Concern at (Insert Broker Name):

Under federal regulations found at **49 C.F.R Section 371.3**, I request copies of all records pertaining to (Insert Trip Number), for freight I hauled on (Insert Date or Dates Involved) under your brokerage service. This regulation requires that you keep certain information about the loads you brokered, and that any party to a specific brokered transaction has the right to the records of that transaction. It states:

§ 371.3 Records to be kept by brokers.

(a) A broker shall keep a record of each transaction. For purposes of this section, brokers may keep master lists of consignors and the address and registration number of the carrier, rather than repeating this information for each transaction. The record shall show:

- (1) The name and address of the consignor;**
- (2) The name, address, and registration number of the originating motor carrier;**
- (3) The bill of lading or freight bill number;**
- (4) The amount of compensation received by the broker for the brokerage service performed and the name of the payer;**
- (5) A description of any non-brokerage service performed in connection with each shipment or other activity, the amount of compensation received for the service, and the name of the payer; and**
- (6) The amount of any freight charges collected by the broker and the date of payment to the carrier.**

(b) Brokers shall keep the records required by this section for a period of three years.

(c) Each party to a brokered transaction has the right to review the record of the transaction required to be kept by these rules.

Please make copies of these records and send them to me immediately via mail, email or fax (Insert Home Address, Email Address or Fax Number), the same manner in which we exchanged documents and information initiating the dispatch and proving delivery of the load. If you refuse or cannot provide these documents to me, please inform me of the reasons why this is not possible and how I may obtain this information as guaranteed to me under 49 C.F.R. Section 371.3.

Thank you for your cooperation.

Respectfully,

(Insert Signature)

(Insert typed name)

(Insert Motor Carrier name and DOT #)