

January 12, 2010

(Current Pension Carrier)
(Carrier Address)
(Carrier Address)
(Postal Code)

Dear Sir/Madam:

Subject: Client Name – Group Pension Plan No. XXXXXXXXXX

Please be advised that effective (insert effective date), (insert policyowner/client name) will be discontinuing our Pension Plan with your company and will be transferring to a new pension plan with (insert new carrier name).

Canadian Shield Insurance & Financial Services Ltd. and/or (insert new carrier name) may require information from you over the next several weeks. We trust you will provide them with any information they may require in regards to the transition of our pension plan.

We thank you for your past service and look forward to your continued assistance while this change is taking place.

If you have any questions or concerns, please do not hesitate to contact us.

Best regards,

Title

Per: (Insert policyowner/client name)