(Date)

Dear (Client’s name):

On your request, I have submitted an application for [name of policy] with [name of insurer].

This 20-year term policy for $500,000 corresponds to the term and amount of your mortgage. As your bank requires, the policy is collaterally assigned to [name of bank]. If you die and the death benefit is greater than the amount owing on your mortgage, the difference will go to the beneficiary you named.

Please let me know if any of the above information is incorrect, or if you have any questions about the policy or why I recommended it. If I can be of assistance to you in any other way, please do not hesitate to contact me.

Please keep this letter with your policy contract as a reminder of the reasons why you purchased this policy.

John Smith,

Financial Firm Name Inc.

123 Main Street,

Brantford, ON, N2P 3R6

(519) 999-6565