Company name

Date

Re Mr. Smith, contract #...

To whom it may concern:

Enclosed are T2033’s transfer request for the above accounts, Month, Day, 2017. As you may be aware, financial services companies have generally agreed that T2033 and transfers should take place within nine business days. Furthermore, investment fund prospectuses normally state all redemption requests will be processed as soon as they are received in head office.

Our mutual client has been informed of these guidelines and is expecting this transfer to take place within nine business days. Please note that should the transfer be delayed, any market losses that result from this delay will be considered your responsibility and our client will expect to be reimbursed accordingly.

We appreciate your prompt attention to this matter.

Sincerely,

Name