<Date> <Firm contact information>

Human Resources and Skills Development Canada

Access to Information and Privacy

140 Promenade du Portage

Phase IV, Level 1, Mail stop 112

Gatineau, QC K1A 0J9

**Attention: Jean-Alexandre Gravel**

Dear Sir:

**Re: «ClientLastName», «ClientFirstName» «ClientMiddleName» «ClientAKA» SIN: «ClientSIN» «ClientSSN»**

**DOB: «ClientDOB» (Month/Day/Year)**

I act for «ClientFirstName» «ClientLastName» with respect to an Indian Residential School matter and, accordingly, I am enclosing an Authorization to Release Information form signed by «ClientFirstName» «ClientLastName».

Please provide me with a complete Canada Pension Plan Statement of Contributions and Employment History **including earnings information for each employer** in letter form regarding «ClientSalutation» «ClientLastName» for the years XXXX to present.

If you have any questions regarding this request or need more information, please contact my Paralegal, «ParalegalName», at (contact number).

Yours very truly,

<Firm Name> Per:

<Responsible Lawyer>

/ Enclosure