

Wednesday, March, 10, 2010

Josépe Joseph
Case manager
Manulife Financial
123, Noware
Lost city, Bc. J0J 1O1

Dear Case Manager:

Re: Name of Employee and File Number

Thank you for your letter dated introducing yourself. I note that you have included a request for Additional Medical Information. You have provided me with seven (7) days, from the above date, to have this form completed by my doctor and returned to you.

Unfortunately, I will not be seeing my doctor until . As such I will be unable to meet this deadline. I will however endeavour to arrange to meet with my doctor prior to my next scheduled appointment in order to have the form completed and returned to you. As you must understand my doctor is very busy and may not be able to see me prior to my next scheduled appointment.

I ask that you remain patient. Thank you for your understanding.

Yours very truly

Joe Blow

cc. Association Representative
 Superintendent/Manager