



October xx, 2021

CUSTOMER NAME
ADDRESS
ADDRESS
ADDRESS

Dear CUSTOMER NAME:

Re: Policy number XXXXXXXXX

According to our records, you will have turned 71 by December 31, 2021 and your plan must be collapsed by the end of the year. We are writing to tell you about your options since you need to decide by this date what you want to do with your contract.

The value of your contract as of October xx, 2021 is \$xx,xxx.xx. This amount will change based on your investment options(s).

The *Income Tax Act* (Canada) provides you with options to continue the registered status of your funds. Your options are:

- transfer the value to a Retirement Income Fund; or
- transfer the value to an immediate annuity.

You may also take the proceeds in cash. In this case, the entire amount will be considered taxable income for 2021.

If we do not receive your written instructions before December 7, 2021, we will automatically convert your plan to a Retirement Income Fund in accordance with the RSP to RIF Conversion provision in your contract.

We recommend that you contact your advisor, ADVISOR NAME, at xxx-xxx-xxxx prior to December 7, 2021. Your advisor can explain what options are available to you and will help you make an informed decision.

You can learn more about annuities and retirement income funds by visiting our website at **www.empire.ca**.

If you have any questions, please call our Customer Service Team at 1 800 561-1268 (Monday to Friday 8 a.m. to 8 p.m. ET). Thank you for choosing Empire Life and giving us the opportunity to help you build and protect your wealth.

Sincerely,

Client Services
Empire Life

cc. ADVISOR NAME / DEALER – REP CODE