This cover letter template has been designed to help you write a cover letter.
Select only the blocks that are relevant to your client's situation and remove the ones that aren't applicable.

Protect your clients' personal information

To comply with security and personal information protection rules:

- Only provide the information that's necessary to assess the application.
- You don't need to list everything in this letter template. Provide only what's **essential**.
- Make sure that sharing and retaining this information complies with **personal information protection and information security requirements.**

[Date]

Desjardins Insurance
To the Underwritting team

Subject: **Additional information**
Insurance application for [client's first and last name]

As part of the insurance application for [client's first and last name], I'd like to bring to your attention some additional information that's relevant to the risk analysis.

Application details

- Insurance amount applied for: $[amount]
- The application was started by [description: client, advisor, etc.].
- Professionals are involved in the process (for example, lawyers, tax experts).
- Other related applications are pending or planned (for example, family members, business partners) with [insurer] for a total amount of $[amount]. The coverage is currently [under review / in force].

Purpose of the insurance

The purpose of this insurance is to [for example, protect family, cover a loan, plan an estate, meet a business need].

- Details of sales concept or strategy (for example, share buyback, tax payments, insurability protection)
- Justification of the amount applied for: Calculation method, financial data

Client's financial profile

[Client's first and last name] has an annual income of $[amount] and assets valued at $[amount].

- Family situation: [for example, married, two children]
- Specific elements that could influence the application: [please describe]

The amount applied for is justified by [reason]. The premium will be funded by [for example, employment income, dividends, bonuses].

The client has a strong financial profile, supported by the following documents:

- [For example, tax return, personal balance sheet, asset statements, other relevant documents]

Also, the purposes of this insurance have been clearly defined:

- [For example, estate planning, business protection, coverage for major debts, additional information on insurance needs]

Insurance history

- Extra premiums, any coverage declined, recent changes
- Details about beneficiaries

→ **Add only the essential information to provide important context, as needed**

Charitable donations

- Chosen organization: [name]
- Information about organization
- Tax objectives: [please describe]
- List of personal and business insurance coverage in force and proposed

Buy-sell agreement

- Organizational structure: [attach organizational chart, if necessary]
- Type and percentage of shares held by each shareholder
- Method for determining share values: [attach assessment if available]
- List of personal and business insurance coverage in force and proposed

Insurance for key employee

- Justification of why this person is essential to the business
- Loan details: [lender, balance, maturity, conditions]
- Financial impact of person's absence

Commercial loan coverage

- Loan details: [lender, balance, maturity, conditions]
- Shareholders’ insurance: [amounts, differences in coverage]
- List of shareholders’ insurance coverage: [amounts, differences in coverage]
- Justification if amount applied for is higher than the loan amount

Generational Legacy Plan

Policyowner = The child’s grandparent

- Net worth of grandparent
- Net worth of the child’s parents
- Details of life insurance in force on the grandparent’s life
- How the premium will be funded (for example, employment income, dividends, bonuses)
- Details of existing and proposed life insurance held by the grandparent on the lives of all their grandchildren, including siblings of the child to be insured: Insurer, type of insurance, coverage amount, premiums
    - If there are differences in coverage, explain why
- Details of existing and proposed life insurance held by the child’s parents
- Required personal information about the child

Policyowner = The child’s parent

- Net worth of the child’s parents
- Details of life insurance in force on the parents’ lives
- How the premium will be funded (for example, employment income, dividends, bonuses)
- Details of existing and proposed life insurance held by the parents on the lives of all their children, including siblings of the child to be insured: Insurer, type of insurance, coverage amount, premiums
- If there are differences in coverage, explain why
- Relevant personal information about the child

I’m available if need be to provide any additional information or to discuss the application.

Thank you for your cooperation and attention to this application.

[First and last name], [Title]

[Contact details]

[Firm name]