

SAMPLE LETTER TO REQUEST SEB and TOP-UP AFTER CHILDBIRTH

<insert date>

Mo Mitchell,
Human Resources,
Upper Grand District School Board,
500 Victoria Rd. North,
Guelph, ON
N1E 6K2

Dear Mo Mitchell:

I gave birth on <insert due date> and I am requesting the top-up to which I am entitled under Article 11.03 of the Collective Agreement. Please find enclosed a copy of the hospital record to prove the baby's birth and my E.I. Benefit Statement from Service Canada. I would appreciate it if you would calculate my top-up amount and deposit it as soon as possible.

I may be reached at <insert phone #> if you have any questions.

Thank you for your attention to this matter.

Sincerely,

<insert your name>

<insert home address>