

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Update of RDSP Information

I hope this letter finds you well. I am writing to request an update to the information regarding my Registered Disability Savings Plan (RDSP) account.

Please find my account details below:

- Account Holder Name: [Your Name]
- RDSP Account Number: [Your Account Number]

The following information needs to be updated:

- [Detail to be updated: e.g., change of address, contact information, beneficiary details, etc.]
- [Additional detail, if necessary]

I have attached the necessary documentation to support these changes. Please let me know if further information is required or if there are additional forms to complete.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your RDSP Account Number] (optional)