

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider/Institution Name]  
[Address]  
[City, Province, Postal Code]

Subject: RDSP Renewal Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the renewal of my Registered Disability Savings Plan (RDSP) account.

My account details are as follows:

- Account Holder's Name: [Your Full Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

As my previous RDSP term is approaching its expiry date, I would like to ensure that I continue to benefit from the plan without interruption.

Please let me know if there are any documents or further information required to facilitate the renewal process.

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]