Mr. (full name)

10 Wellington Street

Gatineau QC K1A 0H4

*(2 blank lines)*

Dear Mr. (name):

*(1 blank line)*

The font is Arial, 12 pt.

The right and left margins are set at one inch, as are the top and bottom margins. The text is aligned on the left only.

If a second page is required, three blank lines are entered after the last paragraph and …/2 is typed flush right. The page number is centered on the first line of the second page as follows: - 2 -. Three blank lines follow and then the letter is continued.

*(1 blank line)*

Sincerely,

*(4 blank lines)*

Hon. Carolyn Bennett, M.D., P.C., M.P.

*(1 blank line)*

Encl.

*(1 blank line)*

c.c.: Don Smith