

<Date>

<Firstname Lastname>

<Address>

<Address>

<Address>

**Important information about your Adjustable Life insurance policy**  
**Contract number <LI-RXXX,XXX-X>**

Dear <Mr/Mrs Lastname>,

Every three years, we review the cost basis of your Sun Life Adjustable Life insurance policy. This is a routine review, as part of your contract with us.

- The cost basis is a set of pricing factors related to your policy. These factors include interest rates, mortality rates, expenses and taxes.
- Our forecast about changes to these factors can affect your policy's cost basis. This can affect the <death benefit amount, cash value and premiums / death benefit amount and cash value> of your policy.
- If your policy's cost basis changes from one three-year period to the next, we'll make adjustments. We'll adjust your policy's <death benefit amount, cash value or premiums / death benefit amount and cash value> to align with the change:
  - If the cost basis decreases, we increase your death benefit amount <without having to increase your premium>.
  - **<if premiums ARE payable:>** If the cost basis increases, we can either:
    1. Keep your current death benefit amount by increasing your premium or
    2. Keep your current premium by decreasing your death benefit amount
  - **<if premiums are NOT payable:>** If the cost basis increases, we decrease your death benefit amount.

**<for NON RPU:> What this means to you**

In our most recent review, we determined that your policy's cost basis hasn't changed since our last review. This means your death benefit amount will continue to be \$<amount> for the next three years.

**<if premiums ARE payable:>** There's also no change to your premium for the next three years.

**<if premiums are payable AND policy has total disability:>** There's also no change to your premium for the basic insurance and waiver of premium benefits for the next three years.

**<for clients on waiver:>** We'll also continue to waive your premium based on your waiver of premium benefit.

Beginning on <date>, the cash values and paid-up values on your policy for the next three years will be:

Year	Cash value	Paid-up values
YYYY	\$xxx.xx	\$xxx.xx
YYYY	\$xxx.xx	\$xxx.xx
YYYY	\$xxx.xx	\$xxx.xx

For more information about cash values and paid-up values, please see the end of this letter.

**<if the client is RPU:> What this means to you**

In our most recent review, we determined that your policy's cost basis hasn't changed since our last review. This means your death benefit amount will continue to be \$<amount> for the next three years.

Beginning on <date>, the cash values on your policy for the next three years will be:

Year	Cash value
YYYY	\$xxx.xx
YYYY	\$xxx.xx
YYYY	\$xxx.xx

For more information about cash values, please see the end of this letter.

**Next steps**

If you'd like more information, please contact your advisor, <advisor name> at <phone number>. You can also give us a call us at 1-800-786-5433 any business day from 8 a.m. to 8 p.m. ET.

**Additional update**

**<for Clients who ARE paying premiums:>** We also want to let you know about another important update. On your policy's anniversary following your 100<sup>th</sup> birthday:

- you won't have to pay any more premiums and
- Unfavourable adjustments won't affect your policy.

**<for Clients who are NOT paying premiums:>** We also want to let you know about another important update. On your policy's anniversary following your 100<sup>th</sup> birthday, unfavourable adjustments won't affect your policy.

**Questions?**

We're here to help. Please see the contact information provided above.

Sincerely,

The team at Sun Life

***Please keep this letter with your policy.***

**<for NON RPU:> What are cash values and why are you showing them for three years?**

The cash value of your policy is the amount available to you in cash if you cancel your policy. We call this a 'surrender.' A portion of your cash value may be taxable on surrender. Your annual statement shows the cash value of your policy on each policy anniversary.

Since your policy is adjustable every third policy anniversary, we can't guarantee cash values beyond the next three years. We'd also need to deduct any policy loans and premium arrears from this cash value prior to payment.

**What are paid-up values and why are you showing them for three years?**

The paid-up value of your policy is the benefit amount that will remain in force if you decide to stop making premium payments.

Since your policy is adjustable every third policy anniversary, we can't guarantee paid-up values beyond the next three years. We use cash values to help calculate paid-up values. This means that any policy loans and premium arrears that affect cash values will also affect paid-up values.

**<for RPU:> What are cash values and why are you showing them for three years?**

The cash value of your policy is the amount available to you in cash if you cancel your policy. This is also known as a surrender. A portion of your cash value may be taxable on surrender. Your annual statement shows the cash value of your policy on each policy anniversary.

Since your policy is adjustable every third policy anniversary, we can't guarantee cash values beyond the next three years. We'd also need to deduct any policy loans from this cash value prior to payment.