[Your Name]

[Street address]

[City, Province, Postal Code]

[Today’s Date]

Steven Grimes

Supervisor of Employee Records

Durham District School Board

Dear Steven Grimes,

I hereby submit this letter as a Pending Letter to be eligible for retroactive payment upon receipt of my new Certification Rating Statement. I have completed my courses and have applied for an upgraded Certification Ratings Statement from OSSTF. I am currently waiting to receive my Statement. As soon as I receive my Rating Statement, I will send a copy to your department.

Sincerely,

[Your Name]