**APPENDIX 1**

City, date 2021

BY EMAIL

School Board(name) /or School Service Centre(name)

Address

Subject: Pay Equity - 2010 Pay Equity Audit Agreement – Retroactive Pay

 Request for payment of an amount due

To whom it may concern,

This letter is in regard the Pay Equity Agreement for the 2010 Pay Equity Audit.

To that end, I would like to take advantage of the agreement. I held a position as a (name of job class) from (date) to(date). Please contact me so that I can send you my banking information. Here is my contact information:

* Professional’s name
* Phone number
* Professional’s mailing address
* Professional's email address

If you have any questions or concerns, please do not hesitate to contact the undersigned.

I look forward to hearing from you.

Signature of the professional

cc: Union, name of your former union