**TO**: Travel\_referral@manulife.ca

**Cc**: your client

**Subject**: Customer Referral for Insurance

Hello Manulife referral team,

Our mutual client has expressed the interest in the insurance plans available with Manulife, and because I am not licensed in the client’s province of residence, I am reaching out to you to ask for a Licensed Insurance Advisor to reach out to my clients, please see the trip details below:

1. Agency code: TTNCTAV
2. Agent ID: (provided to Canadian Advisors during your onboarding. If you do not have one, please contact TEN.Venture@traveledge.com)
3. Travel Advisor Name:
4. Travel Advisor Email:
5. Travel Advisor Phone Number:
6. Travelers name as it appears in their passport:
7. Traveler phone number:
8. Traveler email address:
9. Travel dates from door-to-door:
10. Countries visited/furthest destination:
11. Total Trip Cost in CAD per traveler:
12. Age / date of birth of all Travelers:
13. Province of residence of all Travelers:

Thank you for contacting our mutual client as soon as possible

[Your signature]