**HAND DELIVERED**

**[Your Name]** [Your Address]  
 [City, Province, Postal Code]  
 [Date]

**[Pharmacist's Name or Pharmacy Name]**  
[Pharmacy Address]  
[City, Province, Postal Code]

Dear [Pharmacist's Name or Pharmacy Team],

**Re: Request for Advance Prescription Refills in Anticipation of Potential Strike**

I am writing to inform you of a situation that may impact my access to health benefits in the coming weeks. As a member of Queen’s University staff represented by United Steelworkers Local 2010, I may face a disruption in benefits coverage due to the possibility of a strike or a lockout imposed by Queen’s in the coming weeks.

In light of this potential scenario, I am reaching out in advance to request your assistance. If possible, I would greatly appreciate any prescriptions being refilled in advance to help ensure continuity in my health care during this uncertain time.

Please let me know if additional steps or documentation are required to facilitate this request. I value your understanding and support, and I am happy to discuss this further at your convenience.

Thank you for your consideration.

Sincerely,

[Your Full Name]  
 [Contact Information: Phone Number, Email Address]