

## [Official Letterhead of Organization]

[Date]

Aimee Maggiacomo  
Program Consultant  
Ministry of Heritage, Sport Tourism and Culture Industries  
Aimee.Maggiacomo@ontario.ca

Re: Application to the Ontario Sport Hosting Program

Dear Aimee:

On behalf of [organization name], the [national / provincial / international] governing body for [sport], we would like to confirm endorsement for the [event name] on [date] in [location]. We acknowledge that if successful, the application submitted by [applicant name] will use the one [national / international] funding opportunity in a year period, for [sport] in the Ontario Sport Hosting Program.

[Optional to include additional detail in the following areas:

- Volunteer support
- Previous successful events
- Event legacy
- Etc.]

Any further questions please contact [contact name] at [contact information].

[Signature]

[Position]

\*Must be signed by appropriate signing authority\*