

[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 governing body or international federation] for [sport], we would like to confirm sanctioning for the [event name] on [date] in [location].

[Optional to include additional detail in the following areas:

- Countries competing
- 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