

[Official Letterhead of Organization]

[Date]

[Program contact name]

[Ministry name]

[Program contact email]

Re: Application to the Ontario Sport Hosting Program

Dear [Program contact name]:

On behalf of [organization name], the [national governing body or international federation] for [sport], we would like to confirm that the [event name] on [date] in [location] is a [organization name] sanctioned event.

[Optional to include additional detail in the following areas:

- Importance of hosting the event for the national governing body or international federation
- 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