



Date

«Pre» «First\_Name» «Last\_Name»  
«Title»  
«Company»  
«Address»  
«CityProvince» «Postal\_Code»

Dear «Pre»«Last\_Name»:

We are pleased to welcome you and «Company» as a Friend of the Games and member of the «Level\_of\_Recognition». We have enclosed a copy of the program outlining the recognition «Company» will receive.

You are now part of an exciting event. The <insert name of event>> taking place <<insert date>> will provide opportunities for the development of athletes, coaches, and officials, in preparation for higher levels of competition. This provincial multi-sport event promotes interest and participation in sport, individual achievement, and community development.

On behalf of the Board of Directors, the <<insert #>> athletes who will be competing this summer, and the community at large, thank you for your wonderful help and support in making the <insert name of event>> an absolutely outstanding event.

Yours sincerely,

President