**ONCE THIS LETTER IS COMPLETED PLEASE TRANSFER THE INFORMATION ONTO THE HOST ORGANIZATIONS LETTERHEAD WHICH INCLUDES THE HEAD OFFICE ADDRESS. PLEASE E-MAIL THE FINAL DRAFT TO LINDA VANDOP -** [**LINDAVANDOP@DAVIDSONANDSONS.COM**](mailto:LINDAVANDOP@DAVIDSONANDSONS.COM) **SO HE MAY SUBMIT THE LETTER TO THE CANADA BORDER SERVICES AGENCY CONVENTIONS UNIT ON YOUR BEHALF.**

*(PLEASE DELETE THE ABOVE VERBIAGE PRIOR TO TRANSFERRING TO YOUR LETTERHEAD)*

Canada Border Services Agency                                  ***(insert date)***

International Events & Convention Services Program

[IECSP-PSEIC\_CGY@cbsa-asfc.gc.ca](mailto:IECSP-PSEIC_CGY@cbsa-asfc.gc.ca)

Dear Sir or Madam:

We are writing to inform your office that our organization will be holding the ***(insert official name of event)***, over the dates of ***(insert date)*** at the ***(insert venue).***  Please note this event is ***(insert “open” or “closed”)*** to the general public.

There will be approximately ***(insert #)*** attendees of which ***(insert*** ***% Canadian, % U.S., % Overseas)***.  We are also expecting approximately ***(insert total #)*** exhibitors ***(insert breakdown ex. 40 U.S.A., 5 Canada, 5 Overseas).***  The exhibitors will be importing pop-up displays and signage for use at the event.  There will be nosales of merchandise on the exhibit floor.  We request the use of tariff item 9993.00.00.00 for the purposes of temporary import for display use only.

Our move-in is on ***(insert date)*** and the move-out will be on ***(insert date).***  Please note this letter acts as a contractual agreement with **DAVIDSON & SONS CUSTOMS BROKERS LTD.** to act as our official customs broker for this event.

The full legal name of our organization is **(insert full legal company name & GST/HST # here)**.

We trust that this matter has been handled to your satisfaction and that the information we have supplied is sufficient for your requirements.  If you require additional information, please contact Linda Vandop at Davidson & Sons, or the undersigned at ***(insert contact information here:  Telephone & Fax numbers, E-mail address).***

Yours truly,

***(insert name and title)***

**cc.  Linda Vandop - Davidson & Sons Lindavandop@davidsonandsons.com**