# Sample Letter of Request for the Board of Parks Management:

**[Date]**

Attn: Stratford Board of Park Management
c/o Teresa Munro,

Parks, Forestry and Cemetery Division
4 Avondale Avenue,
Stratford, ON N5A 6M4

Dear Board of Park Management Members,

*[Provide overview of organization, if applicable, as well as background information on the event including whether the event is recurring or if it is a first time event. Provide details for this year’s events as follows:*

*Date(s)*

*Start Time and End Time*

*Event Site – specify the park, route if applicable, and exact location such as facility, green space, and/or picnic area*

*[Provide an outline on event elements such tents (note size and weight method), tables, food, sound system. Be advised that selling of any kind and signage are prohibited in the Parks unless authorized by the Board. If you are requesting an exemption be specific on the items being sold and the signage to be used (i.e. size, material, where it will be displayed).]*

*[Add any additional information about event or Organization, if applicable.]*

*Sincerely,*

*[Your Name]*

*[Title]*

*[Organization]*

*[Contact Email Address and/or Phone Number]*

Note this sample letter of request template is for reference only and is not a required format. For questions regarding the Board of Parks Management, contact the Board’s secretary and Customer Service Clerk for the Parks, Forestry and Cemetery Division Teresa Munro at 519-271-0250 ext. 244.