

April 1<sup>st</sup>, 2019

Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9

Attention: Jennifer Astrologo, Director of Corporate Services/Clerk

**Re: Request to Appear Before Kingsville Town Council**

Please let this letter serve as Tourism Windsor Essex Pelee Island's official request to appear before Kingsville Town Council to present our **2018 Year in Review, discuss plans for 2019, share our collaborations with your town and to unveil our new 2019/2020 Official Visitor Guide.**

**Details:**

- Monday, May 13 after 7:00 PM
- Presenters:
  - Gordon Orr - CEO
  - Lynnette Bain - Vice President, Tourism Programs and Development
  - Maggie Durocher- Manager of Programs, Parks & Rec Department, Town of Kingsville
- Presentation Length - 10 minutes, and available for questions
- Audio Visual Requirements – PowerPoint Presentation\*
  - \* PowerPoint to be circulated to Town/City Clerk one week prior to presentation

We respectfully ask your indulgence as to our arrival time as we will be appearing before Amherstburg Town Council the same evening at 6:00 PM, we will arrive as soon as possible.

We thank you for consideration of this request and thank you for the opportunity to be heard.

Sincerely,



Gordon Orr  
Chief Executive Officer