July 31, 2015

Canada Border Services Agency

Dear Border Services Officer:

Jeremy Simmons (Insert your name), Vice President (Insert your position), International Public Policy, East Coast Promotions, Inc. (Insert the name of your company) will be in Canada on a business trip from Monday, August 3 through August 7 (Dates of your trip). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (Insert Name of Contact) at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number