

**THIS IS AN EXAMPLE ONLY AND SHOULD ONLY BE USED BY MODIFYING THE LETTER TO YOUR SPECIFIC CIRCUMSTANCES. PLEASE MAKE SURE TO CAREFULLY REVIEW THE FINAL DRAFT OF THE LETTER YOU INTEND TO USE TO MAKE SURE IT FITS THE DESCRIPTION OF YOUR INTENDED INSTALLATION. ADDRESSES AND CONTACTS AT IC AND THE CITY SHOULD BE CONFIRMED BY YOU BEFORE THE LETTER IS SENT.**

Development Officer  
Development and Building Licenses  
The City of Calgary  
City Hall  
700 Macleod Trail South  
Calgary, AB T2P 2M5

Dear Sir:

**Re: Amateur Tower Installation  
, Calgary, Alberta  
Industry Canada Certificate No.**

Further to my letter of x, I have attached a form letter I have prepared to provide to anyone who has questions or concerns with respect to the installation of the tower.

I have not received any queries, but I am sending this letter to you simply for your information.

Yours very truly,

c: Jim Klassen  
Manager, Spectrum Operations  
Industry Canada  
639 - 5th Avenue SW  
Calgary, AB T2P 0M9