

# **SAMPLE LETTER**

[Must be printed on company letterhead]

Date

GVHBA Ovation Awards Committee  
#1003, 7495 - 132 Street  
Surrey, BC V3W 1J8

**Re: [insert COMPANY NAME] Gross Revenue Confirmation for 2016 GVHBA Ovation Awards Residential Renovator of the Year - Large Volume**

To Whom it May Concern,

This letter is to verify that [insert COMPANY NAME] had reported annual gross revenue of **more than \$2 million** (before taxes) during its last completed fiscal year, [insert dates].

If there are any questions or concerns regarding the aforementioned statement, please contact [SIGNEE NAME] at [PHONE #] or [EMAIL].

Signature \_\_\_\_\_ (must be signed by a third party, notary or lawyer)

Print name \_\_\_\_\_