

date

Fax: 1-519-585-2865 (keep original on file)

Revenue Canada – Taxation
Non-Resident Section
166 Frederick St.
Kitchener, ON N2G 4N1

Attention: Mr. Shane Elliott

Dear Mr. Elliott,

Name will be *description* (e.g. *Guest lecturer*) at the Department of _____,
University of Western Ontario on *date*. We would like to request a tax waiver for *name*.
Enclosed is the necessary information sheet (completed and signed).

If you have any questions, please call me at 1-519-661-_____.

Sincerely,

Administrative Officer

Enc.