[Insert your organization’s logo]

Name June 10, 2021

Title

Address 1

Address 2

Dear [name],

Please find attached a letter which has been sent by IDA Canada, a national coalition of the International Downtown Association, to the Prime Minister and Cabinet.

It focuses on two areas that IDA Canada believes the federal government can help the recovery and revitalization of downtowns and main streets in Canada: continued assistance to local businesses and assistance to business associations like ours.

We have some exciting projects in the works and in the planning stage. We would like to meet with you [insert virtually or in person...depending on local circumstances!] to discuss how our projects can be enhanced by what has been laid out in the IDA Canada letter.

Many thanks,

Sincerely,

[your name]

CC: