

DATE

CONTACT NAME
CONTACT TITLE
COMPANY NAME
COMPANY ADDRESS
CITY, PROVINCE
POSTAL CODE

Sir: ***OR*** Madam: (***formal letter***)

Dear Sir: ***OR*** Dear Madam: (***more personal letter***)

This letter is to confirm our meeting at ***TIME*** on ***DATE*** in your office.

As mentioned during our telephone conversation, the purpose of the meeting is to review and confirm your business profile and more specifically to review and confirm the legal and operational structures of the business and its related financial information.

In order to assist you in your preparation for this meeting, we will be forwarding these documents:

- a Business Entity report – representing the detailed enterprise profile as recorded on the central Business Register of Statistics Canada
- portraits [charts] of your organisation – representing a summary of your enterprise profile
- a list of points/questions to be clarified.

Please review these documents prior to our meeting.

We would like to extend our sincere thanks for your co-operation and please do not hesitate to contact us for clarification.

Yours truly,

Business Profile Manager
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Business Register Division
Statistics Canada
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