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| To: | INSERT MPP NAME |
| Meeting with: | INSERT ORGANIZATION NAME  |
| Date Sent: | INSERT DATE |
| Date and Time Requested: | INSERT DATE AND TIME |
| Location requested: | In-Person at your Constituency Office  |

Dear MPP XXX,

My name is YYY and I am reaching out on behalf of ZZZ to request an urgent meeting with you while you are in the constituency at some point in next few weeks. I am hoping to talk about Ontario’s upcoming budget for 2023, which is of course expected before the end of March.

I am hoping to discuss the economic recovery of the arts and tourism sector as it relates to the budget, as well as our organization’s long-term prospects of financial stability so that we can keep serving the community we love and call home.

If you have time for a meeting the next time you are back in the constituency, we would welcome the opportunity.

Thank you,

YYY

ZZZ