

April 19, 2021

Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8

Attention: Robert Auger, Manager of Legislative Services/ Clerk

Re: Request to Appear Before Essex Town Council

Please let this letter serve as Tourism Windsor Essex Pelee Island's official request to appear before Essex Town Council to present our **new Regional Tourism Video, discuss plans for 2021 and to unveil our new 2021/2022 Official Visitor Guide.**

Details:

- Monday June 21 at 6:00 PM
 - Presenters:
 - Gordon Orr – CEO
 - Lynnette Bain – Vice President, Destination Development
 - Jason Toner – Director of Marketing and Communications
 - Presentation Length - 10 minutes, and available for questions
 - Audio Visual Requirements – Screen share PowerPoint Presentation*
- * PowerPoint to be circulated to Town/City Clerk one week prior to presentation

We thank you for consideration of this request and thank you for the opportunity to be heard.

Sincerely,



Gordon Orr
Chief Executive Officer