

Date

Mr. Andre Collins
Director
Department of Sports
The Valley
Anguilla

Dear. Mr. Collins

Re: Embarkation Tax Exemption Request on behalf of **(Name of Association)**

The **(Name of Association)** will be participating in **(name of tournament/event/meet)** **(scheduled date and location of activity)**.

The association will be sending **(number of persons that forms the delegation/athletes/officials) to represent Anguilla in** **(tournament)**. The team/delegation is expected to leave Anguilla on **(date and time of departure)** via **(port of embarkation)**.

Through this medium we are hereby requesting the Department of Sports mediate on our behalf in requesting Embarkation Tax Exemption for the list of names attached. **(Attach the list)**

Your consideration in this matter will be greatly appreciated.

Yours Sincerely

(Signature)
(Name)
(Designation)

****Please note that invitation letters (for event/tournament/meet) when applicable must be submitted along with the letter of request.**