

Sample Letter Request to Host

Date

Dear

I am writing the committee to express my interest to host a future meeting for the **<insert association or meeting name>** in my hometown of London.

Reasons for Interest:

- This conference is the premier event for gaining knowledge to improve the practice of **<insert industry sector>**. It provides opportunities to share best practices, expand our knowledge base, enhance leadership skills and widen our professional network.
- Hosting this conference is rewarding, providing the opportunity to showcase London and the **<insert chapter, association>**, a boost to our local economy and the opportunity for my peers and visitors to meet other delegates and to renew or establish friendships.

We want you to experience our hospitality and appreciate the benefits of selecting London. Many great things are happening in the city.

- We offer incredible value, easy access, and a committed, professional hospitality community.
- Comfortable driving distance for Ontario delegates and excellent VIA Rail service.
- The convenient London International Airport is located 20 minutes from the downtown business area.
- London is a beautiful, green, walkable city with amazing restaurants, museums, entertainment and adaptive unique attractions.
- World class convention centre and London's hotel community includes international brands and locally-owned boutique hotels.

Foremost in our Forest City, are the people. London is an educated city that graduates students who inspire us with new ideas, lead the way, with industry innovation, new technology, and make medical discoveries. All the warm, friendly people who make London a caring, neighbourhood-centred city will be proud, welcoming hosts for the **<insert industry sector>**

I look forward to speaking with you further on the possibilities and next steps.

Sincerely,

<your name>

<position in organization>