

On Association Letterhead

<insert date>

The Honourable Bill Morneau  
Minister of Finance  
Department of Finance Canada  
Parliament Buildings  
Ottawa, Ontario K1A 0A6

Dear Hon. Bill Morneau,

I am contacting you on behalf of the <association name>, a not-for-profit association <insert a brief description about the association including your geographical reach and jurisdiction>.

On March 12, 2020, you received correspondence from the Canadian Society for Association Executives (CSAE) regarding the impacts of COVID-19 on associations, and requesting the sector receive a portion of the fiscal support announced by the government to address the impacts of COVID-19. The <association name> fully supports CSAE's work to ensure that this sector is supported during this difficult time.

As a not-for-profit association, the implications of cancelled events have already had a significant impact on <association name>. To date, we have <insert how the association has been affected, for example: *cancelled conference, training sessions, networking events and other revenue generating activities*>. This represents a significant loss of revenue for <association name>, which will lead to <include what the implication is/will be>. Additionally, our service providers and venue partners are deeply affected by these cancellations.

As stated by CSAE, financial assistance to combat and mitigate the impacts of the outbreak of COVID-19 is greatly needed to protect not-for-profit associations. The <association name> stands with CSAE and agrees with the recommendations they have made.

Sincerely,

Name  
Title

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CC Hon. Chrystia Freeland  
Deputy Prime Minister and Chair of Cabinet Committee on COVID-19 Response

Hon. Melanie Joly  
Minister of Economic Development and Official Languages

Hon. Mary Ng  
Minister of Small Business,  
Export Promotion and International Trade

Jeremy Broadhurst  
Chief of Staff to the Deputy Prime Minister

Elder Marques  
Chief of Staff to the Minister of Finance

Rick Theis  
Policy Advisor to the Prime Minister