March 29, 2017

**DELIVERED BY HAND**

Canadian Border Services Agency

Immigration Section

**Business Visitor:** [Name, Title]

**CDN Producer:** [Producer]

**Foreign Parent Company:** [Agency or Client]

**Production:** [Job Name]

To Whom It May Concern:

This letter serves to confirm that [Visitor name] has been invited to join production, in a supervisory role, on a [Job] television commercial campaign that is being shot in Toronto, ON from [Shoot dates].

[Client], a [description of client’s business], has engaged OPC, a Canadian production company, and [Agency], an ad agency located in [location] to produce this television commercial campaign.

Because [Visitor name] participated in the primary stages of the creative process, she is invited to observe the commercial shoot; however she will not be actively engaged in any aspects of the production itself and will not be remunerated for her time spent in Canada. [Visitor name] has no plans of entering the Canadian Labour Market.

Dates of preparation and principal photography are to occur between [production dates] after which time [visitor name] will return to her permanent residence.

If you have any questions or comments, please do not hesitate to contact the undersigned directly at 416.419.0866. We thank you in advance for your assistance in this mater.

Regards,

// TAYLOR AITKEN in-house coordinator

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