

THIS IS AN EXAMPLE ONLY AND SHOULD ONLY BE USED BY MODIFYING THE LETTER TO YOUR SPECIFIC CIRCUMSTANCES. PLEASE MAKE SURE TO CAREFULLY REVIEW THE FINAL DRAFT OF THE LETTER YOU INTEND TO USE TO MAKE SURE IT FITS THE DESCRIPTION OF YOUR INTENDED INSTALLATION. ADDRESSES AND CONTACTS AT IC AND THE CITY SHOULD BE CONFIRMED BY YOU BEFORE THE LETTER IS SENT.

Development Officer
Development and Building Licenses
The City of Calgary
City Hall
700 Macleod Trail South
Calgary, AB T2P 2M5

Dear Sir:

**Re: Amateur Tower Installation
, Calgary, Alberta
Industry Canada Certificate No.**

Further to my letter of x, I can advise that the tower has now been installed at the above-noted property.

Please note the following:

1. The final height of the tower is 13.86 meters. With the mast, the total height is 14.7 meters in height.
2. **[Note and other changes from first letter]**

I have had only one query with respect to this installation and this came from a neighbouring resident immediately to the north of the premises. The neighbours indicated that they had “no problem with it”. **[Obviously only add this or something like it if you have had positive or neutral feedback]**

As with my previous correspondence, I am happy to answer any questions you may have or discuss this installation with you further.

Yours very truly,

TSE/sc

c:

Manager, Spectrum Operations
Industry Canada
639 - 5th Avenue SW
Calgary, AB T2P 0M9