

Rachel Cluderay
Supporting Wellbeing
Box 2392
Yellowknife, NT
X1A 2P8

[INSERT DATE]

Dear Rachel Cluderay,

I am writing this letter to support [INSERT ORGANIZATION NAME]'s request for the Supporting Wellbeing training in partnership with Supporting Wellbeing on [INSERT DATES] at [INSERT LOCATION]. We have selected dates that to the best of our knowledge do not overlap with important community or regional events.

[INSERT 3-5 SENTENCES ABOUT YOUR ORGANIZATION]

[INSERT INFORMATION ABOUT ANY IMPORTANT COMMUNITY, ORGANIZATIONAL, AND/OR CULTURAL CONTEXT]

We are seeking this training to [INSERT 2-3 SENTENCES ABOUT WHY YOUR ORGANIZATION NEEDS THIS TRAINING]. [INSERT 1-3 SENTENCES ABOUT WHO THE PARTICIPANTS WILL BE AND WHAT THEY DO].

In approaching Supporting Wellbeing for this training, we will provide the following in coordination support:

- [NAME AND CONTACT INFO OF DESIGNATED POINT OF CONTACT] who will co-ordinate the training with Supporting Wellbeing
- Securing local emotional support person to accompany our training with assistance from Supporting Wellbeing
- Securing a local camp site or venue with assistance from Supporting Wellbeing
- Coordinating and securing accommodations and travel for participants (if necessary)
- If the training is at a camp, we will coordinate accommodations separate from participants for the facilitators and mentor
- Securing local cooks or caterers with assistance from Supporting Wellbeing
- Coordinating [INSERT # HALF-DAYS/DAYS] of land-based activities, including securing local knowledge holders, assisting in scheduling, coordinating transportation, assisting with financial contribution towards land-based activities (if necessary), securing all necessary materials and equipment for the activities, etc.
- Ensuring complete registration of maximum 12 participants for the training
- Participate in a community and cultural context meeting between facilitators and local coordinator at least two weeks before the training to ensure that facilitators are aware of community-specific issues, including e.g. recent traumatic events, violent crimes, etc.

We can contribute [INSERT FINANCIAL CONTRIBUTION AMOUNT] to cover the additional costs of this training.

If you have any questions, please do not hesitate to contact [CONTACT INFORMATION OF SIGNATOR].

Sincerely,

[INSERT NAME]

[INSERT ROLE AND ORGANIZATION/GOVERNMENT]