*<insert Event organizer applicant name & title>*

*<insert Event Organization name>*

*<insert Event Organization’s full address>*

*<insert Event organizer’s contact email ID & contact number>*

*<insert ISU Member name>*

*<insert ISU Member address>*

*<Place, Date>*

**Ref: World Ice Skating Day Event Application**

Dear Sir/ Madam,

We, the aforementioned organization, would hereby like to inform you of our application to host a World Ice Skating Day event at <*insert location/venue/city>* for its first edition on December 4, 2022.

We also state that we would be using this opportunity to provide a fun atmosphere for the entire family but most importantly providing kids and first-time skaters with an opportunity to learn to skate and enjoy their time on the ice.

Please also find attached the details of the program planned for the World Ice Skating Day (optional).

We kindly ask you to confirm your approval of our application so that we can upload it on the ISU’s World Ice Skating Day website to receive the World Ice Skating Day Organizer Care Package/ Brandbook. The Organizer Care Package/ Brandbook will enable us to prepare and better organize the World Ice Skating Day in our premises.

Feel free to contact us at <insert email ID/ contact number> in case of any questions regarding this application.

Sincerely,

<insert Event Organizer applicant name, signature &date>

<The ISU Member shall acknowledge this application by either signature/ seal/ stamp below this line.>

Note: The Event Organizer needs to upload a scanned copy of this application on the World Ice Skating Day website with the ISU Member’s seal/sign/ stamp of approval