



CENTRAL NEW YORK DRESSAGE AND COMBINED TRAINING ASSOCIATION

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(date)

CNYD&CTA
c/o Cindy Torelli
6967 Henderson Road
Jamesville, New York 13078

RE: Facility contract for _____
(name of facility)

Dear _____:

Thank you for agreeing to let our Association use your facility for our

_____, on _____.
(name of activity) (date)

Included are two copies of our facility contract. Please complete the information on both, keep one copy for yourself, and return the other copy in the envelope provided. The CNYD&CTA Show Management team will be in contact with you a few weeks prior to the show to give you any additional information and answer any questions you may have. In the meantime if you have any questions, please feel free to contact:

(name of contact person)

at _____
(phone/e-mail)

We look forward to working with you and your organization.

Sincerely,

(print name)

(print title)