[Letterhead]

June XX, 2018

[Mr./Ms.] [FIRST NAME] [LAST NAME]

[Premier-designate of Ontario OR MPP-elect, Riding Name]

*Via email*: [EMAIL]

Dear [Premier-designate Ford OR MPP-elect LAST NAME],

On behalf of [company/organization name], I would like to offer my sincere congratulations on your hard-won victory in the 2018 Ontario provincial election.

[Company/organization name] is a [insert company/organization description, mandate, goals, etc.] in the [specific industry]. We were particularly encouraged by your commitment to [insert relevant commitment, if applicable]

We wish you luck as you transition to your new role and look forward to working closely with you and your PC Caucus to [improve/support XX issue or sector] in our great province.

Sincerely,

[SIGNATURE]

[TITLE]