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APPENDIX E

**SAMPLE LETTER SENT TO
SPONSORSHIP FUND RECIPIENTS**

Kroll Lindquist Avey

August 17, 2004

PRIVATE & CONFIDENTIAL

Following the tabling of a report of the Auditor General of Canada before Parliament on February 10, 2004, the Government of Canada appointed by Order in Council on February 19, 2004 the Gomery Commission of Inquiry (GCOI or the Commission) to inquire into the Sponsorship Program and Advertising Activities of the Government of Canada.

Kroll Lindquist Avey has been appointed by the GCOI to assist the Commission with its investigation of the circumstances under which sponsorship and/or advertising agreements were negotiated, with whom, the amounts effectively received and the role played by the communication agencies.

Government of Canada records indicate that your organization may have received funds under the Sponsorship Program as noted on the attached schedule. As such, Kroll may wish to meet with you and other appropriate representatives of the sponsored organization to discuss the circumstances of the sponsored event or events and to gather any documentation in your possession, in paper or electronic form, which may be related to the sponsorship including any document in connection with any agreement which you may have entered into covering the payment of commissions or other expenses by your organization and proof of payment. In the meantime, please retain, in safe keeping, all such documentation.

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Also, we would like you to complete the enclosed questionnaire and return it in the self-addressed envelope by September 1, 2004 at the latest. Please note that an individual questionnaire should be answered for each separate sponsorship event. Your assistance in providing the COI with this information is appreciated.

If you require any further information or clarification, please contact the undersigned by telephone at 1-866-387-4701 or by email at gvadeboncoeur@krollworldwide.com.

Yours very truly,

KROLL LINDQUIST AVEY CO.



Per: Robert M. Macdonald, CA•IFA
Kroll Lindquist Avey
Investigator to the GCOI



Guillaume Vadeboncoeur, CA
Kroll Lindquist Avey
Investigator to the GCOI

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Encl.

c. Bernard Roy, Lead Commission Counsel

Request Concerning the Sponsorship Program

(Please complete a questionnaire for each approved sponsorship)

Please provide the following information:

Name of event: _____
Agency name: _____
Event location: _____
Date of event: _____

Contact Person:

Name: _____
Address: _____
Street

City, Province, Postal code
Phone: _____ Fax: _____
Email: _____ Other: _____

Please provide a brief description of the event

When did you first learn about the Sponsorship Program?

How did you apply to the Sponsorship program? (i.e., by letter or verbally)

Please provide the following information regarding Sponsorship monies received:

Total monies received _____
Amount of monies used for: _____
- Commissions and other expenses incurred to acquire sponsorship monies _____
- Other uses _____

Signature

Date

Thank you for taking the time to answer this questionnaire.