

<Date>

Re: <Vendor name> Services for <Equipment name and serial number (if known)> # - PO number <xxxxxx>

To Whom it May Concern

This letter shall serve as confirmation that on-site maintenance and repair services for the above-named equipment were purchased by the University of Guelph.

<Include justification why the equipment is critical and the specific vendor is required for service. E.g., “This equipment is a critical component for active COVID-19 research. As the instrument is custom-built, specialized scientific equipment, the manufacturer’s technical expertise is required for repair.”>

**<Include any further justification. E.g. “It is a requirement of this supplier’s terms and conditions that any equipment purchased with a warranty must also be serviced by them.” Include any related documentation that outlines servicing agreement/arrangements for the equipment.>**

<Name of service tech > of <name of vendor> arriving from <country>, represents the supplier from whom we have purchased this <equipment/service>. Their dates of visit to Canada are <dates>. The University of Guelph believes that this visitor is considered a business visitor under the provisions of Chapter 16., ANNEX 16-A, of USMCA/CUSMA, who meets the business visitor criteria.

Any questions about this contract or requests for additional information may be directed to my attention (information below).

Thank you,

Name

Title

University of Guelph

50 Stone Rd. E

Guelph, ON N1G 2W1 Canada

Tel. 519-824-4120, Ext. xxxxx

Email address