

SAMPLE LETTER

May 3, 2021 ¹

Scott Walker ²
c/o Joe's Diner
Apt 123, 1500 Circle Crescent NW
Calgary, Alberta T2T 2T2

Subject: Letter of Guarantee for Maria Costa

To Alberta International Medical Graduate Program,

This letter confirms that Maria Costa lives at 2700 Circle Crescent NW ³ and has been living in my neighborhood for approximately 9 years ⁵. She has been a patron of my restaurant ⁴ in the same neighbourhood, and she and her family have become good friends ⁴ of mine. We have children the same age who play baseball together. She regularly comes in for coffee with her friends, about once or twice a week. She has come in with her family for dinner at least once per month and often orders food from my establishment to be delivered to her house. ⁶

For further information and/or to confirm regarding the above, please contact me directly at 403-123-4567 ⁷ Monday to Friday between 9:00 am -3:00 pm.

Respectfully,



⁸

Scott Walker
Owner/Joe's Diner

¹ Date letter was prepared. Must not be before May 3, 2021

² Name and address of guarantor (writer of the letter)

³ Applicant's name and address

⁴ Applicant's relationship to guarantor

⁵ Length of time guarantor has known applicant

⁶ Description of activity and frequency of participation

⁷ Daytime phone number for verification (Must be available from June 1 – October 7, 2021)

⁸ Guarantor's signature. Must include guarantor's title/position within the organization (Ex. Scott Walker, Owner, Joe's Diner)