

Amendment Request Letter

Sample Letter Requesting Amendment to Expiry Date of Break Open Ticket Lottery Licence

Organization Letterhead

Today's Date

[insert lottery licencing officer's name]

Lottery Licencing Officer

Town of Anytown

144 Main Street

Anytown, ON M1A 1A2

Dear [name]:

Re: Break Open Ticket Lottery Licence # [insert your lottery licence number]

Kindly amend the expiry date of the above noted Break Open Ticket Lottery licence to [insert date] to allow our organization to sell the remaining break open tickets available on this lottery licence.

Sincerely,

Authorized Signing Officer

Authorized Signing Officer

Notes

- 1) The lottery licensing officer has the final authority to approve the amendment request.
- 2) The lottery licensing officer may request an interim report in order to amend the licence.
- 3) The lottery licensing officer may choose to amend the licence by manually changing the date on the licence along with his or her initials and the date of the amendment approval (you may need to bring the original copy with your request for amendment). The lottery licensing officer may also choose to issue a letter amending the licence which will note the new expiry date. In either case, ensure that either the amended licence or the letter is posted with the licence at your ticket sales location.
- 4) The authorized signing officers should be the same individuals who signed the original licence application.