Your Return Address

Date

The Honourable Rebecca Schulz M.L.A.  
204 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Minister Schulz,

I am an owner, operator of a child care program in City/Province. We provide care to children ages X to X. We have been able to provide child care to our community since X, and have been diligently following all the required health guidelines and protocols.

I am writing the Ministry to request support for the ongoing need for PPEs in our child care program.

We provide our educators with: disposable face masks and gloves to offer protection.

We provide our children with: disposable face masks.

We ensure our programs have hand sanitizer, sanitizing cleaner as per AHS guidelines, paper towels.

All of these above noted items are an ongoing and additional costs to our program.

These costs are above and beyond our budget and due to market demand and currently cost more than usual.

Requesting financial support from the Province of Alberta to support the ongoing purchase of PPE equipment. On a monthly basis the cost to our program is $X. for the additional PPE. Requesting $X of funding from the Province of Alberta to support our ongoing costs.

Thank you for your time. I look forward to hearing your responses.

Sincerely,

Insert Signature

Your Name

Position

Contact information