DATE

Ms. Carol A.M. Roberts

Chief Executive Officer

The National Cultural Foundation

West Terrace

St. James

Dear Ms. Roberts,

The **NAME OF ENTITY**, registered cultural practitioner number **0000-0000** is requesting approval of the cultural project **NAME OF CULTURAL PROJECT.** The request is to facilitate the use of the concession **STATE WHICH CONCESSION IS BEING APPLIED FOR.**

The project **DESCRIBE THE PROJECT** (what it is, when does it begin, when does it end).

**STATE HOW THE PROJECT CONTRIBUTES TO AND BENEFITS BARBADOS.**

**EXPLAIN WHY YOU WANT THE CONCESSION OR HOW IT WILL HELP YOU.**

IF YOU ARE REQUESTING DUTY FREE CONCESSIONS:

1. STATE THE TOTAL COST OF THE ITEMS & TOTAL COST OF DUTIES TO BE WAIVED
2. PROVIDE AS ATTACHMENT INVOICES AND ASYCUDA DOCUMENTS SHOWING THE ITEMS, THEIR COSTS AND THEIR ASSOCIATED DUTIES.

Signature