Dear \_\_\_\_\_\_\_\_\_,

We have launched successful communication campaigns in the past few years and I would like to celebrate and honor our organization’s achievements by entering our works in the 2021 IABC/Toronto OVATION Awards for excellence in communication!

I would like to request approval and funding to submit our campaign “NAME OF CAMPAIGN” for a 2021 OVATION Award.

For more than 35 years, the International Association of Business Communicators Toronto has celebrated professionals for their talent and creative brilliance through the prestigious OVATION Awards program.

If our entry wins:

* Our organization’s achievement will be highlighted at the celebration in May, in a news release, on the IABC/Toronto website and on social media.
* We will receive a complimentary OVATION Award trophy.
* We will receive valuable feedback from experienced professional communicators – most of whom have earned OVATION Awards themselves. All evaluators are internationally trained to evaluate entries against established criteria aligned with the IABC’s Global Standard of the communication profession.

Receiving feedback is the unique feature and advantage of joining the OVATION Awards that sets it apart from other award programs.

The sooner this recommendation is approved, the sooner our company can save on entry fees.

Early-bird deadline: January 22, 2021, 11:59 p.m. EST   
On-time deadline: February 12, 2021, 11:59 p.m. EST  
Final deadline: February 26, 2021, 11:59 p.m. EST

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| --- | --- | --- | --- |
| **Entry fees** | **By January  22, 2021** | **By February  12, 2021** | **By February  26, 2021** |
| IABC Member | $135 | $170 | $205 |
| Non-Profit Member\* | $115 | $115 | $115 |
| Non-Member | $165 | $200 | $235 |

The OVATION awards is aligned with the IABC Gold Quill Awards and IABC Canada Silver Leaf Awards, making it easier for us to scale up and submit the same entry across all IABC award programs to gain national and international recognition.

Please let me know when I can begin preparing our entry!

Regards,

NAME

TITLE