

*(On official municipal letterhead)*

January ??, 2018.

Paul Wills, CPA, CMA  
Director, Municipal Finance  
Province of Nova Scotia,  
P.O. Box 187,  
Halifax, N.S. B3J 2N3

**Re: Short-term Loan Program**

I had been previously talking to you about the short-term loan program. Would you please accept this letter as a commitment by the Council/Commission of the **Municipality of / Town of / Village of** \_\_\_\_\_ to access this program in the amount of \$\_\_\_\_\_.

We request the use of this short-term funding for the following municipal capital project(s) for the following amount(s):

<b>Purpose</b>	<b>Amount</b>	<b>TBR#</b>	<b>Approval Date</b>
	\$0.00		

**Short-term funding required**      **\$0.00**

Also, please find enclosed a photocopy of the Temporary Borrowing Resolution (TBR).

Respectfully yours,

**Authorized senior staff member**