

Section E

SAMPLE LETTER OF INTRODUCTION

Appropriate VP letterhead

Date xxxxx

To: *(Train Crews between Melville & Winnipeg) or
(Superintendent - MacMillan Yard)*

This is to advise you that _____ *(name of Licensee)* has been granted approval to ____(ride trains between Point A and Point B) for the purpose of (collecting data on locomotive cab conditions) or (performing audits).

This approval is for the period from Date A to Date B.

This approval is contingent on the following conditions:

- *must be given a full safety briefing*
- *crew must inform RTC when visitor is riding on a train*

Should there be any questions regarding this approval, contact *Jane Smith* at _____.

Signature: _____
Title: _____

Date: _____