

**SAMPLE
COR REQUEST COVER LETTER**



**ABC Trucking Ltd.
Box 1000
Anytown, Alberta T2H 1L1
Tel: (780) 555-000 Fax: (780) 555-1000**

(Date)

Alberta Motor Transport Association
285005 Wrangler Way
Rocky View, AB T1X 0K3
Attn: COR Administrator,
Injury Reduction & Training

RE: Certificate of Recognition Program

Dear COR Administrator:

I would like to apply for the Small Employer Certificate of Recognition and have included all documentation required for the first year Self-Audit.

Please find enclosed our completed audit document, National Safety Code Quiz, and all required supporting documentation. At the front of the Audit Binder is the Small Employer Information Sheet.

Thank you in advance for reviewing this material. If you have any questions, please feel free to contact me at (XXX) XXX-XXXX or on my cell at: (XXX) YYY-YYYY.

Regards,

(signature)

Joe Smith
President/CEO
ABC Trucking Ltd.

