

May 29, 2018

Invitation to co-sponsor our Charity Zumba Event

Dear Sir/Madam,

Our team members in response to the tragedy experienced in the loss of two of their colleagues, Akeil Phipps and Isaiah Mitchell has set out to establish a non-profit foundation fund in their names. The funds raised by this foundation will be used to assist in community outreach projects now and in the future.

In order to establish the Foundation the staff at Access Records Management of Trinidad Limited has planned a fundraising Charity Zumba session to be held at Fernandes Industrial Compound on June 23<sup>rd</sup>, 2018 from 10:00am to 11:00am. Approximately 300 participants are expected. Cost of tickets \$150.00

Your sponsorship in this event is needed (in part or in full) in the following areas:-

- Tank Tops (300)
- Towels (rags) as tokens
- Water/beverages
- Light Health snacks
- Tents (2- 10x10)
- Ambulance service
- Stage
- Portable toilets

By your sponsorship of this Charity Zumba event you will assist in enabling the staff to meet their goals of establishing the Foundation in the short term and in the long term developing the spirit of volunteerism among their colleagues as they participate in community outreach programs.

A community outreach project in which they are currently engaged and targeted to benefit from your sponsorship is the refurbishment of the music room at the Cyril Ross Nursery.

The Charity Zumba Session is the first of many fundraisers to come.

As Human Resources Manager I endorse and support the efforts of the Access TT team in this initiative. We thank you in advance for your sponsorship! We hope to see you at the Charity Zumba Session!

Sincerely,



**Helen Rambally**  
Human Resources Manager  
Access Records Management of Trinidad Ltd.