



REQUESTING A CLIENT LETTER

SAMPLE TEMPLATE

Shared by Lee Hutchison, DMCP of AlliedPRA Dallas/Fort Worth

The Association of Destination Management Executives International recognizes the best programs management demonstrated by creativity and overall execution of services for programs offered by Destination Management companies. This global competition highlights outstanding programs by focus and overall budget.

<Name of your DMC> would like to submit the <Program Name> for an ADMEI Achievement Award in the <category name>.

Submission of this program for this awards program requires the approval of the client. You may choose to have the program submitted anonymously, which would mean that your corporate name will not appear anywhere in print or on the web.

If <client> approves the submission of your program for this category, please submit:

- A letter of reference that notes your satisfaction with the program and the DMC that implemented the program. *This letter is required for the entry to be accepted for judging, whether or not the client is identified.*
- Determination whether <client> wishes to be listed by name or referred to generically as "client/organization/corporation."

<Name of your DMC> is proud of its work on behalf of <client>. We hope you will approve the submission of your program to this prestigious awards program.

<Name of your DMC> Awards history:

Year Achievement Award Finalists/Winners: Category

Example: 2018 ABC DMC Award Winner Finalist: Best Overall Program

Account Manager
DMC
Address
City/State/Zip/Country