## [April 26, 2018]

To: [Brian Williams, Pro Med EMS]

From: [Your Name Here – XYZ Club]

Regarding: EMS Service for [Nashville Boat Racing Event]

Dear [Brian]:

 The following letter is to serve as an agreement/confirmation of [XYZ Club]’s use of [Pro Med EMS] as the ambulance service for the [September 3, 4 and 5] event at [Nashville Shores Park in Hermitage, Tennessee]. If the agreement meets with your approval, please sign and date the agreement and fax it back to me at [000-000-0000] or email to [you@email.com].

###### TIME SERVICES NEEDED

Friday September 3, 2018 8:00 am – 7:00\* pm

Saturday September 4, 2018 8:00 am – 7:00\* pm

Sunday September 5, 2018 8:00 am – 7:00\* pm

\*This is the requested time in case of bad weather. We expect to be done by 5:00 pm each day.

###### PERSONNEL NEEDED

The event will need 2 EMTs capable of providing basic life support, and a sufficient vehicle to transport an injured person to a medical facility. The EMTs must be totally dedicated to the race. If the transport vehicle has to leave for any reason, the EMTs must call to get a replacement vehicle on site before the vehicle leaves.

COMPENSATION

[XYX Club] will compensate [Pro Med EMS] $75 per hour for the time used.

**I AGREE TO THE ABOVE INFORMATION:**

**For [XYZ Club]:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For [Pro Med EMS]:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**XYX Club  Your Address Here, City, ST 00000**

**Phone: 000-000-0000 Fax: 000-000-0000 E-mail: you@email.com**