



Port de Montréal  
Port of Montreal

## Company Sponsorship Letter

All companies whose employees require a port pass must obtain a sponsorship letter from a shipping line or a marine facility operating in the Port of Montreal.

The sponsorship letter must be on the sponsoring company letterhead. The letter must state the duration of the contracted business and be signed by the authorized signatory of the sponsoring company.

A sponsorship letter is considered valid for the term of the contractual agreements or for a cruise ship season.

The letter must be addressed to the Montreal Port Authority, Security and Fire Prevention Department at 2100 Pierre Dupuy, Montreal, Quebec, H3C 3R5 and faxed to 514-283-7060.

SAMPLE TEXT

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**[Sponsoring company letterhead]**

From: **[Full name of sponsoring company authorized signatory]**  
**[Sponsoring company authorized signatory fax number]**

To: Port Security Officer  
Security and Fire Prevention Department  
Montreal Port Authority

Date: **[Date]**

Subject: Company sponsorship letter

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We hereby confirm that **[sponsored company]** provides services for **[sponsoring company]** and requires access to the territory of the Montreal Port Authority within the context of our business relationship until the end the contracted terms on **[date]**.

Regards,

**[Authorized signatory signature]**  
**[Full authorized signatory name in block letters]**

cc: **[Sponsored company]**