**Instructions**

*Draft Letter Template is contained on page 2 overleaf*

This model of Pilot Confirmation Letter is just a model, and can be modified by the organisation that delivered it, as long as it provides confirmation and or proof that the MAG 2 Applicant’s pilot has taken place in a host organisation’s location (e.g. with a city’s territory or a specifc building) and/or with the host organisation’s support.

**Completing the Pilot Confirmation Letter:**

1. All text that is highlighted in yellow textliner needs to be replaced with the specific text of the pilot host and pilot, and the yellow texliner and brackets (‘[]’) removed.

**Important!** This letter must contain the following:

1. The full **letterhead** of the City/organisation/institution
2. The **official name of the city, organisation or institution** that has hosted the pilot, as well as its **complete address**;
3. The **full name of the representative of the host organisation** signing this letter.
	1. Where the host organisation is a **city or municipal authority**, the signatory (i.e. person signing this letter) needs to be an official representative of the city. The letter also needs to include the **city’s official stamp**.
	2. For other host organisations, the letter must be signed by the legal representative of the unit/section of the host organisation. If it is an institution such as a university, the legal responsible of the department that hosted the pilot must sign this letter and unclude its official stamp.
4. The **telephone and email** **contact details** for the host organisation (as pilot references will be checked).

[Name of representative]

[Deaprtment of the hosting org.]

[City/organisation/institution]

[Full address]

frontierCities2 MAG 2 Call

c/o New Frontier Services

Rue de Stassart 131,

1050 Brussels,

Belgium

[Date] January 2018

REF: Confirmation of having hosted the Pilot of [name of (your) application].

Dear frontierCities2 Accelerator,

On behalf of [Department/ section of City/ organisation/ institution], the undersigned [full name of the person signing this document] confirms that [name of Application and name of company] has piloted their application [name of your application] with the support of [host organisation name].

The Pilot was held from [intial date(dd/mm/yyyy)] to [final date(dd/mm/yyyy)] in [location,(city, region) country].

[The host city/organisation/institution can add here any paragraph that consider relevant to its experience of the trial carried on, for example details on scale of pilot, number of users involved, results, any follow-up actions to the pilot, etc.]

Yours Sincerely,

Signature of the city/organisation/institution representative

Organisation Stamp