

***Sample Collaborator Letter***

*(must be on company letterhead)*

Date:

Professional Engineers Ontario  
101 – 40 Sheppard Ave. West  
Toronto, ON M2N 6K9

To Whom It May Concern:

I am writing to verify that I, \_\_\_\_\_, will be serving as the collaborating engineer for Temporary Licence holder \_\_\_\_\_, pursuant to Ontario Regulation (R.R.O. 941/90), in relation to the Professional Engineers Act.

The project involves \_\_\_\_\_ for \_\_\_\_\_, at their plant in \_\_\_\_\_. I will be reviewing the work of the engineer listed above and co-sealing all final designs to verify that work was completed in compliance with all Ontario codes, standards, and laws relevant to the work undertaken, consistent with the requirements of the existing legislation (copy enclosed for his reference).

My PEO licence number is \_\_\_\_\_ and I hold a Certificate of Authorization under the name of \_\_\_\_\_.

Please do not hesitate to call if you have any questions in this regard.

Yours truly,

*PEO Members Name, P.Eng.  
Company Name*