[Club Email Details]

[Date]

Equestrian Australia

PO Box 673

Sydney Markets NSW 2129

Dear Sir/Madam

The Working Equitation Club [insert Club Name of STATE] requests that our insurance cover with Equestrian Australia (EA) be extended to cover the team penning/ cattle phase, being the 4th phase of our sport.

Please confirm that our cover will now be updated to cover the team penning competitions and training at no extra premium.

Can you please advise on EA’s policy in relation to the wearing of approved safety helmets at all of our Club’s events, competitions and training days.

Yours sincerely

[Insert ANWEL Club President/ Secretary Signature]

[Insert ANWEL Club President/ Secretary name]