**DRAFT FORM OF RECUSAL LETTER FROM FDFA MEMBER TO FDFA IN RESPECT OF THE RFP ISSUED BY THE BUFFALO AND FORT ERIE BRIDGE AUTHORITY**

To the Frontier Duty Free Association:

Re: *Recusal from any Lobbying Activities Undertaken by the Frontier Duty Free Association in Respect of Issues Related to the Subject Matter of a Request for Proposals Issued by the Buffalo and Fort Erie Bridge Authority*

I, [name of person representing the FDFA association member], on behalf of [name of FDFA member], hereby notify the Frontier Duty Free Association (FDFA) that on the date of this letter, I am recusing [name of FDFA member] from any participation in any matters that may impact, or touch upon, the subject matter of the RFP issued by the Buffalo and Fort Erie Bridge Authority (the Authority) on March 1, 2016. In particular, I am confirming that the FDFA is not a consultant, agent, advisor or representative on behalf of [name of FDFA member] for the purposes of any form of political or other lobbying with any government officials or the Authority.

In view of the recusal of [name of FDFA member] from any FDFA activities in relation to the RFP, I am directing the FDFA not to provide any oral or written communications to anyone at [name of FDFA member] with respect to matters that may impact, or touch upon, the subject matter of the RFP. I confirm that neither I, nor any person employed by [name of FDFA member], will vote on any matter at the FDFA’s meetings in relation to the RFP.

I further confirm that, on behalf of [name of FDFA member], no person employed by [name of FDFA member] will discuss anything in relation to the RFP with any Director, employee or representative of the FDFA, and that no person employed by [name of the FDFA member] has done so since the RFP was issued on March 1, 2016.

Signed and dated

FDFA MEMBER