

GUINNESS WORLD RECORDS

COVER LETTER TEMPLATE



1) Record Title: _____ (e.g. Tallest dog)

2) Application Reference Number: _____ (Can be found in emails from Guinness World Records.)

3) Current Record or 'minimum': (prior to your record attempt, e.g. 453.59 kg. Details of the current record/minimum can be found on your application)

4) Your Attempt Results: (after your record attempt e.g. 680.39 kg. Please write in metric terms unless specified otherwise in your record guidelines.)

5) If successfully approved by GUINNESS WORLD RECORDS™, the new record holder would be:

First Name: _____	Nationality: _____
Last Name: _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Organization / Team Name: _____	

6) Tell us more about your attempt:

Please provide as much detail as possible. This information may be used to accompany your record entry on our website.

Write on the back of this page if you need more space.

Location of attempt: _____

Start/End Date of attempt: / /
(dd/mm/yyyy) / /

Please give details of:

- Why you decided to break a record.
- Description of the event and preparations.
- Description of how the record was measured, eg. with a surveyor's wheel, using turnstiles, etc.

7) I am uploading the following evidence:

Witnesses' statement

Signed by: _____

Video of the record measurement

Photographs of the record

Specific evidence as requested in the guidelines for this record attempt

Other material (please specify below)

8) This cover letter was completed by:

First Name: _____

Last Name: _____

Date: / / (dd/mm/yyyy)