



REQUEST FORM FOR A MAYORAL LETTER

Office of the Mayor, City of Greenville, City Hall, 200 West Fifth Street, Greenville, NC 27835

Fax: 252-329-4435

Please complete your request form, and submit via e-mail, fax, mail or hand delivery

NOTE: Requests will go through an internal review process, so it is necessary to submit your request at least *two weeks* prior to the date the document is needed to insure timely issuance.

DATE OF REQUEST:

DATE WHEN LETTER IS NEEDED:

FULL NAME OF PERSON REQUESTING LETTER:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE NUMBER:

E-MAIL:

TITLE OR NATURE OF
THE EVENT:

DATE OF THE EVENT:

BRIEF HISTORY OF
ORGANIZATION OR
BIOGRAPHICAL
SUMMARY OF PERSON
AND ANY OTHER
PERTINENT
INFORMATION:

ACTION TO BE TAKEN
WHEN THE LETTER IS
READY FOR
PICKUP:

☐ CALL

☐ E-MAIL

☐ MAIL LETTER TO:

NOTE: Once signed by the Mayor, the original letter is returned to the requestor unless other instructions are given. The Mayor's Office reserves the right to modify or deny any request.