



## COMMENDATION REQUEST FORM

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 COMMENDATION IS NEEDED:

FULL NAME OF PERSON REQUESTING COMMENDATION:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE NUMBER:

E-MAIL:

BIOGRAPHICAL  
INFORMATION FOR  
THE INDIVIDUAL:

SIGNIFICANT  
CONTRIBUTIONS OF  
THE INDIVIDUAL:

DATE AND TYPE OF  
EVENT BEING  
PLANNED FOR THE  
INDIVIDUAL:

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

☐ CALL

☐ E-MAIL

☐ MAIL COMMENDATION TO: