



## 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:	<input type="checkbox"/> CALL	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> MAIL COMMENDATION TO: