



**REQUEST FOR LETTER  
(Welcome, Support and/or Congratulations)**

Requests for letters from the Mayor must be submitted a minimum of **3 weeks** before the deadline date. All requests will be reviewed and the Office of the Mayor will contact you if further information is required.

Date: \_\_\_\_\_

**FULL CONTACT INFORMATION OF REQUESTING PARTY:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

To whom should the letter be addressed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of letter are you requesting / What is the purpose of the letter?  
Please provide requested wording for the letter (may attach separately):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Once completed, how would you like to receive the letter / where should it be sent?

\_\_\_\_\_  
\_\_\_\_\_

Please make your requests a minimum of three weeks in advance to allow for preparation. Please contact the Office of the Mayor ([officeofthemayor@collingwood.ca](mailto:officeofthemayor@collingwood.ca)) directly to discuss if this is required sooner than three weeks from the date of request.

Approval, editing and content revisions may be required before the letter is finalized. Separate requests are required for Proclamations, Flag Raising and Certificates.

Once completed, please return form including any additional information to [officeofthemayor@collingwood.ca](mailto:officeofthemayor@collingwood.ca) or by fax to (705) 445-2448.