

City of Hammond

Mayor Thomas McDermott Jr.

REQUEST FOR A LETTER FORM

Mayor Thomas McDermott Jr. will consider requests for letters like this:

- Letters of Support for a grant or project
- Letters of Welcome for groups and reunions
- Letters of Congratulations for birthdays, special achievement, etc., for residents of Hammond
- There **MUST** be a local Hammond connection for a letter to be considered

AT LEAST 2 WEEKS' NOTICE IS REQUIRED before the date you want the letter.

The more notice you give will allow us more time to consider and/or process the request.

Complete this form in its entirety starting on the next page to have your letter request considered and return it to the Mayor's Office one of the following ways:

- **EMAIL**

mayor@gohammond.com

- **MAIL or HAND-DELIVER**

Mayor's Office

5925 Calumet Ave,

Hammond, IN 46320

- **FAX**

(219) 931-0831

Questions	Answers Type your responses in the boxes below.
DATE FORM SUBMITTED TO MAYOR'S OFFICE	
NAME OF PERSON REQUESTING THE LETTER	
REASON FOR LETTER BIRTHDAY (WHAT AGE?), REUNION (FAMILY OR GROUP?), SPECIAL ACHIEVEMENT (EAGLE SCOUT OR MILITARY?), ETC. PLEASE BE SPECIFIC. INCLUDE DATE FOR SPECIAL OCCASION	
NAME OF PERSON OR GRUP RECEIVING THE LETTER	
DATE BY WHEN YOU WANT THE LETTER	
INCLUDE AS MUCH BACKGROUND INFORMATION AS POSSIBLE ABOUT THE INDIVIDUAL, GROUP, OR ACHIEVEMENT TO HELP THE MAYOR IN WRITING THE LETTER	
IF LETTER IS APPROVED, WHO WOULD PICK IT UP?	
WE PROVIDE 1 ORIGINAL LETTER. MAYOR'S OFFICE WILL NOT MAIL ORIGINAL LETTERS. PLEASE MAKE ARRANGEMENTS TO PICK-UP YOUR SIGNED LETTERS BEFORE THE EVENT.	