



**Office of the Mayor**

## Message from the Mayor Request

*The Mayor offers Mayoral letter for conferences, conventions, tradeshow, sporting events, cultural celebrations, charity fundraising galas and professional celebrations. Due to the volume of requests, we ask that you notify the office at least two weeks in advance of when you need the letter to ensure that you receive your message on time.*

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Location \_\_\_\_\_

Event Background (please provide a brief history of the organization and names of people being recognized, you may also include a media release, backgrounder or other details)

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



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## Message from the Mayor Request

Length of Message \_\_\_\_\_

Mayor's Signature Required \_\_\_\_\_

Mayor's Picture Required \_\_\_\_\_

Deadline for Letter \_\_\_\_\_

How would you like to receive the message (mail, email or pick-up) \_\_\_\_\_

**Return to:**

**Mail: Mayor's Office  
1084 Central Avenue  
Prince Albert, Saskatchewan S6V 7P3**

**Fax: 306-953-4399**

**Email: [mayor@citypa.com](mailto:mayor@citypa.com)**