



**City of Seattle**  
Jenny A. Durkan, Mayor

**Proclamation/Letter Request Form**

Complete the form below to request a proclamation or greeting letter from Mayor Durkan.  
Please send the completed form to [proclamations@seattle.gov](mailto:proclamations@seattle.gov).

**Request Information:**

Today's date: \_\_\_\_\_

Requester's name and organization: \_\_\_\_\_

Requester's mailing address, phone number, and email:  
\_\_\_\_\_  
\_\_\_\_\_

Requested completion date: \_\_\_\_\_

If proclamation, date(s) to be proclaimed: \_\_\_\_\_

Has this proclamation/letter been issued in previous years? Yes      No

Please list 3-5 points that you would like included in the proclamation/letter:

**Guidelines:**

Requests must be received by the Mayor's Office two weeks prior to the requested completion date.

Draft language, background information, and previous proclamations (if applicable) must be provided.

Proclamation/letter requests are not annually renewed. Requests must be made each year.

The Mayor's Office reserves the right to approve or decline any request and to edit any drafted material for final wording. The issuance of a ceremonial proclamation, greeting, or letter does not indicate or imply a policy endorsement from Mayor Durkan or the Mayor's Office.

Personal information entered on this form is subject to Washington Public Records Act, and may be subject to disclosure to a third-party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures are done according to law. To learn more about how this information is managed please see our [Privacy Statement](#).