



REQUEST TO ISSUE
CITY OF SEQUIM LETTER OF SUPPORT

Letters of Support issued by the City of Sequim must be authorized by the City Council and signed by the Mayor. A Request for Letter of Support must be received by the City Clerk at least three weeks before the Council meeting at which it will appear on the agenda. Please fill out this request form in full and **attach a proposed draft of the letter.**

Submit via email to clerk@sequimwa.gov or by mail/in person to 152 W Cedar Street Sequim, WA 98382.

REQUESTER NAME			
ORGANIZATION REPRESENTED			
REQUESTER CONTACT (address, email, phone)			
COUNCIL SPONSOR – Which Sequim City Council member will sponsor this item for consideration?			
COUNCIL MEETING FOR PRESENTATION (must be at least 3 weeks in the future)	Date Desired:	Will you attend/comment?	
PURPOSE – Why are you bringing this to the Sequim City Council?			
BACKGROUND – Summarize the subject or refer to attached materials.			
IMPACTS — Summarize the impact on/benefit to Sequim and/or the region.			
COSTS — If letter includes request for City funds or resources, please specify or estimate.			
PARTICIPANTS — Who else will sign on?			
TIMELINE/DEADLINE/NEXT STEPS (if applicable)			
RECEIPT METHOD – How do you wish to receive the letter? (Mark appropriate)	Email	In-Person Pickup	USPS Mail
ATTACHMENTS – Please attach draft letter	Attach draft letter and any other materials to support your request. Request will be denied if no draft is submitted.		

CITY USE ONLY

Date Received by Clerk	Approved	Not Approved
Placed on City Council Agenda? <input type="checkbox"/> YES <input type="checkbox"/> NO	Reason for Denial (if applicable):	
Requester Notified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date and Method of Notification:	