

**PROCLAMATION AND  
GREETING/SPECIAL LETTER REQUESTS**

1. The Mayor issues proclamations. The Mayor and/or Commissioners may issue Special Letters. Special Letters include but are not limited to Greetings, Congratulations, and Recognition. For birthdays, anniversaries, retirement, and other congratulatory letters, the Mayor and Commissioners issue Greetings. However, the Mayor does not issue a Proclamation and Special Letter for the same event.
2. Individuals/organizations requesting a proclamation and/or special letter from the Mayor and City Commission must submit the request at least ten (10) business days in advance of the date the proclamation/letter is to be picked up or mailed from the Office of the City Commission.
3. Due to the large number of requests for proclamations and greetings, we ask that you prepare the request using the exact language you want included in the proclamation or letter (please note the attached samples). WHEREAS clauses give you an opportunity to describe and highlight special attributes, accomplishments, objectives and needs. However, the Mayor and Commissioners reserve the right to modify the language appropriately.
4. Please limit your space to 8-1/2” by 11” paper as shown on the examples.
5. Since the Mayor and Commissioners affix their signatures to the proclamations and special letters, they must have the ability to edit material submitted. Should substantial changes be required, a staff member will call you on the modified changes.
6. After preparation, the appropriate staff member will contact you when it is ready to be picked up.
7. You will be asked to check the proclamation/special letter for accuracy when you come to the City Commission Office to pick up your request.

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

**Reminder: Please provide the exact language you want included in the proclamation or letter.**

Contact Name: \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Print)

Phone/Cell Numbers: \_\_\_\_\_ // \_\_\_\_\_  
(Phone) (Cell)

Type of Request: \_\_\_\_\_  
(Proclamation/Greeting/Special Letter)

Name of Event: \_\_\_\_\_

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

Location of Event: \_\_\_\_\_

Date Requested by: \_\_\_\_\_

Remarks:

## ***From the Office of the Mayor The City of Dayton, Ohio***

**WHEREAS**, *Veterans and their families from the 22nd Bombardment Group, 5th Air Force, World War II, have come together for their 61st annual reunion in the city of Dayton and*

**WHEREAS**, *The 22nd Bombardment Group formed in Dayton, Ohio in 1939, was one of the first to respond to the defense of their country, leaving Langley Field on December 8th, 1941, and*

**WHEREAS**, *the group proceeded to the Pacific Theater of operations where they advanced from island to island, landing at Okinawa at the end of the war in 1945.*

**WHEREAS**, *the Mayor and citizens of Dayton Ohio wish to show their gratitude for the sacrifices of these men, veterans from what has been called the "Greatest Generation."*

**NOW, THEREFORE, I**, Gary D. Leitzell, Mayor of the City of Dayton, do hereby proclaim September 25th, 2010 as

### **WWII 22nd Bombardment Group Day**

*in Dayton.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Dayton to be affixed this 25th day of September, 2010.*

Gary D. Leitzell  
Mayor of the City of Dayton

# GREETINGS

*Gary D. Leitzell  
Mayor of the City of Dayton*

*hereby sends official greetings and congratulations to*

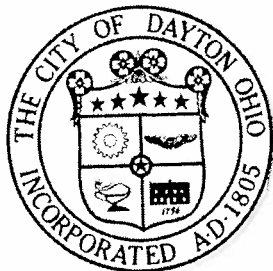
*Honorable Roslyn M. Brock*

*In recognition of your appearance at the  
Dayton Unit NAACP 59<sup>th</sup> Annual Freedom  
Fund Banquet*

*October 22, 2010*

*Please accept my best wishes  
on this special occasion.*

IN TESTIMONY WHEREOF, I HAVE  
HEREUNTO SUBSCRIBED MY NAME  
AND CAUSED THE GREAT SEAL OF  
THE CITY OF DAYTON TO BE AFFIXED  
THIS 22<sup>nd</sup> DAY OF OCTOBER TWO  
THOUSAND TEN.



*Gary D. Leitzell*

Gary D. Leitzell  
Mayor