



City of Decatur
Letter of Congratulations from the Mayor

Eligibility Criteria

Letters of Congratulations may be provided in the following circumstances, to individuals only:

- Birthdays (80 years or older)
- Wedding Anniversaries (50 years or more)
- Retirement (25 years or more)
- Retirement from military (15 years or more); and/or
- Significant milestone(s)

All requests must be submitted at least four weeks prior to the event date.

All proclamations and letters shall be issued in accordance with the Protocol Policy and the Requests by Outside Organizations/Individuals Procedures.

Contact Information

Name of Recipient(s):

Address:

Contact Name:

Phone:

Email:

Information about the Event or Circumstance

Type of Letter:

- | | |
|---|-----------------|
| <input type="checkbox"/> Birthday Letter (80 years or older) | Age |
| <input type="checkbox"/> Anniversary Letter (50 years or older) | Number of Years |
| <input type="checkbox"/> Retirement Letter (25 years or older) | Number of Years |
| <input type="checkbox"/> Retirement from Military (15 years or more) | Number of Years |
| <input type="checkbox"/> Other Significant Milestone (please specify) | |

Date of Event _____ Deadline Date (if different from Date of Event) _____

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Please provide any additional information about the event or circumstance:

Privacy Notice

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your request for a letter from the Mayor. Questions about the collection and use of the information may be directed to the City Secretary, by telephone: 940-393-0204 or email: adelgado@decaturtx.org

Please mail or deliver completed form to:
City of Decatur, City Secretary
201 E. Walnut
Decatur, TX 76234
