

	OCC – Letter of Support from the Mayor	Office of The City Clerk
	Letter of Support from the Mayor	

Eligibility Criteria	SECTION 1
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A Letter of Support from the Mayor may be requested by groups, organizations, businesses, or individuals residing in St. John’s requiring an advocate. Instances where a letter may be requested include support for an application for funding or to host an event.

For organizations making requests, all requests shall be submitted:

- on an organization’s letterhead
- with details on the organization; and
- the deadline for receiving the document

If an organization does not have an official letterhead, the organization shall provide an email address, along with an official website link or social media account, (e.g., Facebook).

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

Once received, all requests will be reviewed by the Office of the City Clerk to ensure eligibility. Eligibility criteria are detailed in the [Protocol Policy](#) and the Requests by Outside Organizations/ Individuals Procedures.

Contact Information	SECTION 2
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Name of Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Website Link/Social Media Account \_\_\_\_\_

Required Documentation Included:                      Letterhead                      Website/Social Media Account

Requestor Information	SECTION 3
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Please provide a description of your organization or the individual requesting a Letter of Support:

Information concerning request:

**SECTION 4**

Date Required \_\_\_\_\_

Please provide information concerning your request below:

Privacy Notice

**SECTION 5**

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 of Support from the Mayor. Questions about the collection and use of the information may be directed to the City Clerk, Office of the City Clerk, by telephone: 709-576-8202 or email: [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca)

**Please send completed form to:**

Office of the City Clerk  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

**Or hand deliver to:**

Office of the City Clerk  
Fourth Floor, City Hall  
Office Hours: 9:00am – 4:30pm  
Tel: (709) 576-8207  
Email: [cityclerkrequests@stjohns.ca](mailto:cityclerkrequests@stjohns.ca)

**ST. JOHN'S**

NEWFOUNDLAND AND LABRADOR, CANADA