

**COMMENDATION AND RESOLUTION REQUEST FORM**

ATTENTION: LSC RESOLUTION DRAFTING SECTION

8th Floor, Riffe Center 466-3031

**REQUEST FOR: (Check one)**

- Senate President's Letter
- House Letter of Commendation (Statehouse w/ border on parchment paper)
- House Letter of Commendation (Old State Seal on ivory paper)
- House Condolence Letter (Black Border)
- Simple Resolution
- Concurrent Resolution

**LSC OFFICE USE ONLY:**

LSC File # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
No. of Requests \_\_\_\_\_

Member \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_ Co-sponsor \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_  
Co-sponsor \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_ Co-sponsor \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_  
Co-sponsor \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_ Co-sponsor \_\_\_\_\_ District \_\_\_\_ Fl \_\_\_\_

**Staff Contact** \_\_\_\_\_

**Phone** \_\_\_\_\_

Check if prior approval was granted by co-sponsor(s) \_\_\_\_\_

House members only: check for seal signature option – one sponsor \_\_\_\_\_

1. Name of person(s), business, organization, etc., to be commended.

2. **For all members - Per Senate/House policy**, please verify district by providing the *home address* (+ zip code) of person or *business address* (+ zip code) of business, etc., to be commended. **Please attach separate list of names/addresses in the case of multiple recipients:**

3. Specific reason for commendation (e.g., name of award, retirement, etc.)

4. Additional background information (Please attach supporting detail and/or documentation.)

5. If this is a rush request, please indicate requested completion date \_\_\_\_\_ and time \_\_\_\_\_.  
(Please reserve rush requests for events which the member is **attending** or for which the constituent **must receive the letter or resolution by a deadline.**)

**FOR LSC OFFICE USE ONLY**

Drafter \_\_\_\_\_  
Typed by \_\_\_\_\_

Edited by \_\_\_\_\_  
Proofed by \_\_\_\_\_

File copy \_\_\_\_\_