FOIA Number: 2018-0764-F

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POTUS Acknowledgement

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POTUS Acknowledgement Form

Today's Date: _____ Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Support
Room 62
Ext. 2304

FROM: (Name) _____
(Dept.) _____
(Room) _____
(Ext.) _____

A MINIMUM OF 2 WEEKS NOTICE IS REQUIRED FOR PROCESSING

ALL REQUESTS ARE SUBJECT TO FINAL APPROVAL BY JIM DORSKIND

Mark ☐ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

☐ **RETIREMENT** (no. of yrs; name of co. or govt agency)

☐ **BIRTHDAY** (no. of years) _____

☐ **BIRTH OF BABY** (child's name & parents first name)

☐ **WEDDING ANNIVERSARY** (no. of years) _____

☐ **CONDOLENCE** (sent to next-of-kin only)

☐ **GRADUATION** (list name of school and degree awarded)

☐ **ADOPTION** (list parents & child's name)

☐ **ILLNESS** (type: surgery, accident, cancer, etc.)

☐ **WEDDING** (provide first names)

☐ **BAR OR BAT MITZVAH**

☐ **OTHER** (please specify)

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

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