

August 20, 2014

Mayor Michael Brennan

Portland City Hall

134 Congress Street

Portland, ME 04101

To Mayor Brennan:

United Way of Greater Portland hangs banners on buildings across the greater Portland area during its annual campaign, occurring from late August into early October. Traditionally, the Mayor of the City of Portland has waived the fees for banner, signage or awning permits. As campaign kick-off is drawing closer we are hoping to get the application process for permits started. Again, we respectfully request that the fees be waived this year.

Thank you for your understanding and patience.

Warmest regards,

A handwritten signature in black ink that reads "Suzanne McCormick". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Suzanne McCormick