

# Example Letter: Request for Deputation to Council Meeting

Your name

Your home address

Your contact telephone number

**Example only – letter requesting deputation to Council**

Date

Chief Executive Officer  
Serpentine Jarrahdale Shire  
6 Paterson Street  
MUNDIJONG WA 6123

Dear Chief Executive Officer

## REQUEST FOR DEPUTATION TO COUNCIL MEETING

I/We wish to have the opportunity to make a deputation to the Ordinary Council Meeting to be held on .....

My/Our deputation relates to Agenda item: ..... relating to .....  
.....

In general terms, the purpose of my/Eour deputation is:

.....  
.....  
.....

Yours sincerely

Your Name

Office Use Only		Signature	Date
Letter contains sufficient information	Minute Secretary		
Deputation accepted	CEO		
Deputation refused	CEO		

## Contact Us

### Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)