

Resolution Letter Format for a Local Government

[City/Town Letterhead]

[Date]

RESOLUTION NO. [Insert Number]

[Title of Resolution]

WHEREAS, [Insert reason for the resolution];

WHEREAS, [Insert another reason for the resolution];

WHEREAS, [Insert another reason for the resolution];

NOW, THEREFORE, BE IT RESOLVED THAT [Insert specific details of the resolution];

BE IT FURTHER RESOLVED THAT [Insert any additional details or instructions];

BE IT FURTHER RESOLVED THAT [Insert any further instructions or information];

[Insert signatures of the Mayor and City/Town Clerk]