



City of Cleveland
Justin M. Bibb, Mayor

Civil Service Commission

601 Lakeside Avenue, Room 119
Cleveland, Ohio 44114-1015
216/664-2467 · Fax: 216/664-3979
www.clevelandohio.gov

Request to Apply Late for an Examination

Write a formal letter to Executive Director Mary L. Bradley explaining your concern. Your dated letter must include your name, address, phone number and email address. Importantly, include an explanation of why you did not apply during the application period. Your letter must be signed.

It can be mailed to the address above or emailed to CS@clevelandohio.gov.

Once your formal letter has been received, Executive Director Bradley will make a determination regarding the processing of your request; including your possible appearance before the Commission at a future Commission Meeting.

The process can take thirty (30) to ninety (90) days. Our Office communicates primarily via email. Your patience is appreciated.

SAMPLE FORMAL LETTER LAYOUT

Today's Date

Dear Executive Director Bradley,

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Sincerely,

Your Name
Your Address
City, State Zip Code
Your Phone Number
Your Email Address