



**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

## Requesting an Appeal

Write a formal letter to Executive Director Mary L. Bradley explaining your concern regarding the matter you are appealing. Your dated letter must include your name, address, phone number and email address. Include a copy of relevant documents related to any matter you are appealing. Your letter must be signed.

Once your formal letter has been received, Executive Director Bradley will make a determination regarding your request. 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