



## TOWN CLERK'S OFFICE

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### MEMORANDUM

Date: November 8, 2023

To: Chairperson or Representative of the following: Explore Bristol, Bristol Fourth of July Committee, Bristol Historical and Preservation Society, Bristol Warren Regional School District, and Roger Williams University

From: Melissa Cordeiro, Council Clerk

Subject: Call for Representatives to serve on the Bristol 250th Semi-quincentennial Commission

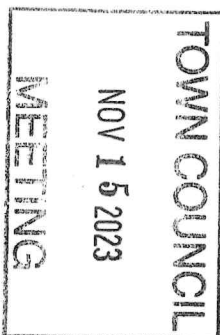
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I hope this memo finds you well. I am writing to bring to your attention the Bristol Town Council's request for the appointment of one representative from each of the respected organization to serve on the newly established Bristol 250th Semi-quincentennial Commission. This commission has been formed in commemoration of Bristol's rich history and upcoming milestone celebration.

The Bristol 250th Semi-quincentennial Commission will be responsible for organizing and overseeing the various events and initiatives to mark this significant occasion in our town's history. The council believes that the diverse perspectives and expertise of representatives from different organizations will greatly enrich the commission's ability to plan and execute a memorable and inclusive celebration.

In selecting the representative from your respected organization, institute, or community group, please consider recommending an individual who is not only well-versed in the interests and objectives of your organization but is also passionate about celebrating our heritage and dedicated to commemorating the 250th anniversary of events throughout history that have shaped the ideals of freedom, equality, and independence in our country.

In light of this, I kindly ask that the Chairperson/ Representative send a formal recommendation (or complete the enclosed recommendation) of the chosen member to the Clerk's Office, for final appointment by the Council. The recommendation should



include the representative's full name, address, phone number, and email address, along with a brief description outlining the reasons why they have been selected to represent your organization, institute, or community group on this esteemed commission.

Please communicate this request to your respective organization and encourage them to consider participating in this prestigious opportunity. Their involvement will not only contribute to the success of the commemorative events but also showcase the collaborative spirit of our community.

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter and for your continued support in making Bristol's 250th Semi quinentennial a momentous occasion for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Cordeiro', with a stylized, flowing script.

Melissa Cordeiro  
Town Clerk/Council Clerk

Recommendations can be emailed to [Mcordeiro@Bristolri.gov](mailto:Mcordeiro@Bristolri.gov) or  
Via mail or in person at  
Town Clerk's Office  
10 Court Street  
Bristol, RI 02809