



**Administrative Offices
Recreation Division**

915 Menomonee Street, Eau Claire, WI 54703
(715) 839-5032 FAX (715) 839-1685

**Parks Maintenance Division
Forestry/Cemetery Division**

910 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-1693

May 1, 2016

RE: Request for Work Permit

Dear School Representative:

I am writing to request a work permit for _____. The City of Eau Claire is interested in hiring this individual for employment at the Eau Claire Parks, Recreation, and Forestry Department in the Recreation Division supervising recreation activities and assisting with point of sale register operations. The assigned work hours will accommodate school schedules and extra-curricular activities.

Please do not charge the student for the work permit. The School District can invoice our Department directly. Payment will be issued by our Accounts Payable Department.

Thank you for assisting us with this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Dawn Comte", written in a cursive style.

Dawn Comte
Superintendent of Recreation