

SAMPLE LETTER OF INTENT  
REQUIRED FOR ALL PLUMBING PERMIT APPLICATIONS  
PER ILLINOIS PUBLIC ACT 094-0132 SEC. 37  
EFFECTIVE 7/7/2005

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***MUST BE ON***  
**PLUMBING COMPANY LETTERHEAD OR BUSINESS FORM**

(DATE)

Village of Wheeling  
2 Community Boulevard  
Wheeling, Illinois 60090

**RE: Letter of Intent**

To Whom It May Concern:

**NAME OF PLUMBING COMPANY** has been awarded the contract to

**JOB DESCRIPTION HERE** at **ADDRESS OF PROJECT**

owned by **PROPERTY OWNER NAME HERE.**

**PLUMBING LICENSE HOLDER'S SIGNATURE**

**THIS LETTER MUST BE NOTARIZED OR HAVE CORPORATE SEAL**

Subscribed and sworn to before  
me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

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NOTARY PUBLIC

FORM CAN BE MAILED OR FAXED TO 847.459.2656