

ABC123 Contracting Company

1234 Main St., Joliet, IL 60432

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abc123co@permits.com

[Date]

City of Joliet, Building Department

150 W Jefferson St

Joliet, IL 60432

RE: { Project Address Here }

To Whom It May Concern,

ABC123 Contracting Company will be completing the plumbing scope located at
____project address here____.

Scope of Work:

1. Item 1
2. Item 2
3. Item 3

Signed

Dated

***Plumbing Letters of Intent must be notarized or stamped with a Corporate Seal**