

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)

City of Zion  
2828 Sheridan Road  
Zion, IL 60099

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 which is 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\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC