

Date

1. Address
- 2.
- 3.
- 4.
- 5.

Dear

Enclosed is a copy of Ordinance No. ( ) Prevailing Wage Rates as adopted by the (name and title) (city), Illinois, at their regular meeting held (date).

A notice of Ordinance will be published in the (day of week) (date) edition of the (paper name).

Sincerely,

(name and title)

Enclosure