

letter template: Simple

<Date>

<Recipient Name>

<Recipient Job Title, if sending to a business address>

<Recipient Address>

<Recipient City, State ZIP>

<Sender Name> <*the "sender" block is traditional, but optional*>

<Sender Job Title>

<Sender Address>

<Sender City, State ZIP>

Re: <Subject>

Dear <Mr./Ms. Name>:

For the recipient's name, use their full name. For most of the letter there should be one space between paragraphs or sections. There are three exceptions: (1) There are two blank lines before "Dear ...", and (2) four blank lines before your name at the bottom, and (3) two blank lines before the enclosure or CC lines at the end.

The text of the letter goes here. Please be consistent with spacing between paragraphs; either one space or two is fine, but try to stick with one.

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If you have any questions, please feel free to reach me at <email> or <phone number (extension)>.

Sincerely,

<From Name>

<From Job Title>

enc: Names of documents sent with this letter

cc: Names of other people to whom you are sending a copy of this letter

Put each person's name on a separate line

It's fine to put Mr., Ms., Dr., etc. before these names, but leave the certification letters behind off this line



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

letter template: Traditional

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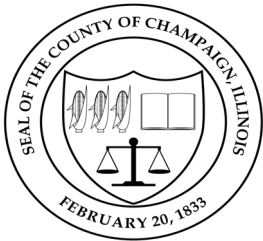
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CHAMPAIGN COUNTY

Brookens Administrative Center — 1776 East Washington Street, Urbana, Illinois 61802-4581

Champaign County Courthouse — 101 E Main St, Urbana, IL 61801

Champaign County Sherriff — 204 E Main St, Urbana, IL 61801

Art Bartell Road — East of Brookens Administrative Center, Urbana, Illinois 61802-4581

letter template: Departments

Brookens Administrative Center

Administrative Services

Auditor

Board of Review

County Board

County Clerk

County Executive

GIS Consortium

Information Technology

Mental Health Board

Physical Plant

Planning & Zoning

Recorder of Deeds

Sup. of Assessments

Treasurer

Veterans Assistance

Champaign County Courthouse

Circuit Clerk

Circuit Court

Lactation Room

Law Library

Probation & JDC

Public Defender

State's Attorney

Sheriff & Corrections

Criminal Records

Downtown Jail

EMA

Home Incarceration

Investigations

Law Enforcement

Satellite Jail

Sheriff's Office

Regional Planning Commission

Head Start

RPC

Art Bartell Road

Animal Control

Coroner

Court Services

Highway

Juvenile Detention

Kenyan Road

Children's Advocacy

Champaign County

co.champaign.il.us

217-384-3776

<Date>

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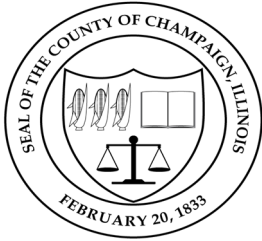
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Champaign County Courthouse — 101 E Main St, Urbana, IL 61801

Champaign County Sheriff — 204 E Main St, Urbana, IL 61801

Art Bartell Road — East of Brookens Administrative Center, Urbana, Illinois 61802-4581

letter template: [Contacts](#)

Brookens Administrative Center

Administrative Services	217-384-3776
Auditor	217-384-3763
Board of Review	217-384-3758
County Board	217-384-3772
County Clerk	217-384-3720
County Executive	217-384-3776
GIS Consortium	217-819-3555
Information Technology	217-384-3776
Mental Health Board	217-367-5703
Physical Plant	217-384-3765
Planning & Zoning	217-384-3708
Recorder of Deeds	217-384-3774
Sup. of Assessments	217-384-3760
Treasurer	217-384-3743
Veterans Assistance	217-819-3556

Champaign County Courthouse

Circuit Clerk	217-384-3767
Circuit Court	217-384-3707
Lactation Room	217-384-1204
Law Library	217-384-8636
Probation & JDC	217-384-3753
Public Defender	217-384-3714
State's Attorney	217-384-3733

Sheriff & Corrections

Criminal Records	217-384-1234
Downtown Jail	217-384-1240
EMA	217-384-3826
Home Incarceration	217-384-1230
Investigations	217-384-1213
Law Enforcement	217-384-1204
Satellite Jail	217-384-1243
Sheriff's Office	217-384-1204

Regional Planning Commission

Head Start	217-384-1252
RPC	217-328-3313

Art Bartell Road

Animal Control	217-384-3798
Coroner	217-384-3888
Court Services	217-384-3753
Highway	217-384-3800
Juvenile Detention	217-384-3780

Kenvan Road

Children's Advocacy	217-384-1266
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