

## SAMPLE "CARE OF" LETTER

CityKey

### AGENCY LETTERHEAD

[DATE]<sup>1</sup>

**TO:** Office of the City Clerk

**RE:** Chicago CityKey, City of Chicago Municipal ID Program

I am writing on behalf of \_\_\_\_\_ ("*Applicant*") regarding Applicant's application for a City of Chicago Municipal ID card (the "CityKey"). I am an executive-level official (*or designee*) at the organization named below (*the "Organization"*).

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Organization Type:**<sup>2</sup> \_\_\_\_\_

I further confirm that Applicant has either:

*resided at the Organization for at least 15 days, on the following dates:* \_\_\_\_\_;

**OR**

*received services from the Organization on the following date(s):* \_\_\_\_\_;

Thank you,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Email Address*

<sup>1</sup> *Note:* This letter must be submitted to the Office of the City Clerk within 30 days after the date signed.

<sup>2</sup> *Note:* Please list whether the organization is a hospital, health clinic, social services agency, shelter, or a religious organization.