

Date

Office of the Comptroller
Local Government Division
via Email: LocGovCompliance@IllinoisComptroller.gov

In re: IOC Fine Notification—(Name of Government)

Dear Sir or Madam:

I have been retained by (name of government) to prepare local government financial compliance filings with the Office of the Comptroller—Local Government Division. On (date), (name of government) received a notification of delinquency from your office for delinquent filings.

The purpose of this letter is to inform your office that (name of government) has retained my firm to complete the required financial compliance filings and (name of government's) intent to be in statutory compliance.

Although (name of government) is not in compliance at this time, they have retained my firm to complete financial filings—with the intent of obtaining compliance as soon as practicable.

Thank you for your consideration of this matter. Please direct questions to the undersigned at (contact information).

Sincerely,

_____, CPA
Firm Information

cc: (Government Client)-*required*