

EXAMPLE

To: Kara Sullivan
Special Plates Administrator, Vehicle Services
Secretary of State Alexi Giannoulias
520 Howlett Building, Springfield, IL 62756

Give a reason why you need an additional placard.

Dear Kara Sullivan,

My child currently has a handicap placard, and we are in need of a second placard. I typically drop off my child at school and my spouse picks up them in the afternoon. Currently, there is no way to hand off the placard to allow my spouse to park in a designated handicap parking spot.

Our current placard number: **AA 12345**

Add your current placard number.

Thank you for your time and if you have any questions, feel free to reach out.

Thanks,



Sign your name.

John Smith
1234 Sesame St.
Hometown, IL 60001
847-555-5555

Include your name, address, and phone number.