

{Warning: The ad/notice enclosed with this letter must be published not more than 14 days and not less than 7 days before the Public Hearing. Because the notice is 1/8th page, it is recommended that this letter be sent several weeks, if possible, before the notice is to be published to permit planning by the newspaper.]

July __, 20__

The __[newspaper]__
_____, Illinois 62__

Dear Sir:

Enclosed is the Notice of Public Hearing to be published in the edition of the _____ (day of week), August __, 20__ issue. Please adhere to the following specifications:

- (1) Must be no less than 1/8 page in size.
- (2) Type shall be no smaller than 12 point.
- (3) Notice should be enclosed in black border no less than 1/4" wide.
- (4) This notice SHALL NOT be placed in that portion of the newspaper where legal notices and/or classified advertisements appear.

Billings should be made to the _____ Public Library District, _____ St. _____, Illinois _____. Please send two copies of the Certificate of Publication along with the Notice as it appears.

Sincerely,

Public District Library

By: _____
Head Librarian