



April 2, 2018

«Trade_Name»
«Contact_Name»
«Address»
«City», «State» «Zip»

Dear «Contact_Name»:

This letter is to inform you that your cigarette license in the City of Jefferson will expire on June 30, 2018. If you wish to continue to sell cigarettes at your establishment you must renew the license by **Friday, June 8, 2018.**

Enclosed you will find the cigarette license application form. I have a link to the fillable form on our website, if you prefer to do it that way. (www.jeffersonwis.com)

The fees for your license are: \$«TOTAL_FEES». This total does not include any outstanding charges. Payment of ALL outstanding invoices with the City must be paid before a license will be issued.

All applications are due Friday, June 8, 2018!

If you have any questions please don't hesitate to call City Hall at (920) 674-7700.

Sincerely,

A handwritten signature in black ink that reads 'Mary Kuehl'.

Mary Kuehl
City Clerk/Deputy Treasurer
City of Jefferson

Enclosure