

# THE DAILY WEEKLY

“Comprehensive coverage, confusing circulation”

100 Main Street  
Yourtown, IL 123456  
(123) 456-7890 (phone)  
(123) 456-7891 (fax)

December 2, 2003

Joe Schmoe  
Mayor  
City of Yourtown  
101 Main Street  
Yourtown, IL 123456  
VIA CERTIFIED MAIL,  
RETURN RECEIPT REQUESTED  
(NO. 1234 5678 9012 3456 7890)

Dear Mayor Schmoe:

This is a request under the Illinois Open Meetings Act, 5 ILCS 120/1-6.

Please consider this letter as a News Medium’s Annual Request for Notice of City of Yourtown meetings, pursuant to 5 ILCS 120/2.02. My name is Jane Doe, and I am a reporter for The Daily Weekly, a newspaper in Lincoln County, Illinois. Pursuant to 5 ILCS 120/2.02, please deliver all applicable notices to:

Jane Doe  
Reporter  
The Daily Weekly  
100 Main Street  
Yourtown, IL 123456  
(123) 456-7890 (phone)  
(123) 456-7891 (fax)  
janedoe@thedailyweekly.com

If you have any questions, or if I can be of any assistance, please feel free to call me at (123) 456-7890 or e-mail me at [janedoe@thedailyweekly.com](mailto:janedoe@thedailyweekly.com).

Sincerely,

Jane Doe