

THE
SUPERIOR
CONDOMINIUM ASSOCIATION

100 EAST 100TH STREET | CHICAGO ILLINOIS 60600
(773) 555-5555

The letter must include the property address and specific location of work.

June 24, 2024

To Whom It May Concern:

Alex White, owner of Unit 3A, has been approved to undertake a remodeling project in Unit 3A of the Superior Condominiums, 100 E 100th Street, Chicago. The scope of work includes renovation of the kitchen and bathroom, as well as upgrading the electrical panel to 100 amps.

Sincerely,

The letter must include a general description of the work to be performed.

Casey Jones

Casey Jones
Property Manager

The letter must be signed by an authorized representative of the association, such as an officer of the board or a property manager.