



317 S. MAIN ST.
JEFFERSON, WISCONSIN 53549



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

March 1, 2012

Dear «Contact_Name»:

This letter is to inform you that your cigarette license in the City of Jefferson will expire on June 30, 2012. If you wish to continue to sell cigarettes at your establishment you must renew the license by **Friday, June 1, 2012**. If you would like the application and updates sent to you via e-mail, please give me your e-mail address and I will add you to my list.

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 1, 2012!

If you have any questions please don't hesitate to call City Hall at (920) 674-7700 or e-mail me at shannon@jeffersonwis.com.

Sincerely,

Shannon Statz
Asst. Deputy Clerk/Treasurer
City of Jefferson

Enclosure