**INSERT COMPANY LETTERHEAD**

**[Insert Company Name]**

C/O **[Insert Name of Contact]**

Address

City, State, Zip

**Insert Date**

Illinois State Toll Highway Authority

Violation Processing Center

P.O. Box 5544  
Chicago, IL 60680-5544

Below please find renter/leasing information for violations on vehicles owned by **[Insert Company Name]**. The specifics of the violations have been researched using our rental records. The third party information supplied is accurate based on this research.

**Renter/lessee Information**

Name: **[Insert]**

Address: **[Insert]**

Driver's License Number: **[Insert]**

**Vehicle Information**

Check-out Date and Time: **[Insert]**

Return Date and Time: **[Insert]**

License Plate Number: **[Insert]**

Make: **[Insert]**

Model: **[Insert]**

We certify by this letter that our rental/lease company posts a sign at the leasing counter notifying lessees of their liability for tolls and our agreements all contain a provision notifying our customers that they are responsible, for payment to the issuing agency, for all toll and fine violations. We further certify that our firm has previously provided the Tollway with a copy of our master lease which was used for all the violations listed with this submittal.

We further certify that we have a copy of the rental agreement for each party listed in this submittal and can supply it to the Tollway upon request.

Should you have any questions, please feel free to contact me at **[Insert Phone Number]**.

Sincerely,

**[Insert Notary Stamp]**

**[Insert Name of Contact]**