

SAMPLE REQUEST

EMAIL IS PREFERRED

To: Aleesha Pruitt, apruitt@ilsos.gov

Subject: second placard request

IF YOU DON'T HAVE E-MAIL, SEND A LETTER TO:

Aleesha Pruitt, Special Plates Executive, Vehicle Services
Secretary of State Alexi Giannoulias
520 Howlett Building, 501 S 2nd St
Springfield, IL 62756

Dear Aleesha Pruitt,

My child currently has a handicap placard, and we are in need of a second placard.

WRITE THE REASON WHY YOU NEED AN ADDITIONAL PLACARD.

FOR EXAMPLE: "I typically drop off my child at school and my spouse picks them up in the afternoon. Currently, there is no way to hand off the placard to allow my spouse to park in a designated handicap parking spot."

Our current placard number: _____

Thank you for your time and assistance.

Sincerely,

Name: _____

Street: _____

City: _____ State: IL ZIP: _____

Phone Number: _____