



DEPARTMENT OF BUILDINGS
CITY OF CHICAGO

June 17, 2015

Hand Delivery
Good Will Industries
1201 W. Washington
Chicago, Il 60607

Dear Manager,

The City of Chicago Department of Building is donating \$20 cash and a box of Altoids Mints to Good Will Industries.

These items were presented as a gift to one of our employees. The Department of Buildings maintains a no gift policy which prevents our employee from receiving any gifts. Under the policy, the item may be donated to non-profit organization. Please use them as you see fit.

Sincerely,

Scott Loeff
Assistant Commissioner

CC: Steve Berlin