



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Friday, August 24, 2018

Dear Mr. Potts

We would like to thank your client for expressing his appreciation for the service we provide.

Please be advised that the Department of Business Affairs and Consumer Protection has a zero gift policy. BACP is unable to receive gifts of any value.

It is our job to provide you with the best level of customer service. If you believe you have received superior customer service from a BACP staff member and are interested in thanking him/her in some way, please write a letter and you may send it to my attention.

Once again, thank you for expressing your appreciation to. The Lettuce Entertain You \$100 Gift Card is attached to this letter.

We look forward to providing you superior services in the near future.

Sincerely,

Tamara L. Harding
Supervisor of Personnel Services
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