**Section 680.500 Letter Writing Service**

a) Letter Writing Service is that service performed by mailing letters, resumes and other correspondence for the sole purpose of generating employment offers.

b) Licensee may, with a written permit of the Department of Labor, charge a reasonable fee to cover expenses of printing and mailing letters and resumes not to exceed $250. The fee shall be called letter service fee and is to be credited on the fee charged for any placement resulting from such letter service.

c) Licensee shall keep a complete record of fee collected and expenses incurred with respect to every such letter service fee charged. This record shall be called a letter service fee record (and kept on file) and open for inspection by the Department of Labor during all business hours.

d) Licensee shall refund the fees collected, less expenses incurred, within six months of the date of application, if no acceptable position has been furnished to the applicant by the licensee. An itemized account of such expenditures shall be presented to the applicant at the time of returning unused portion of such letter service fee. All such refunds shall be in cash or negotiable check and receipts obtained therefor.

e) Any such permit granted by the Department of Labor may be revoked by it upon due notice to the holder of said permit and due cause shown and hearing thereon.

(Source: Amended at 6 Ill. Reg. 5778, effective April 30, 1982)