SAMPLE LETTER
REQUEST FOR TAX ABATEMENT (PERSONAL PROPERTY ONLY)
ALREADY LOCATED IN AN ECONOMIC REVITALIZATION AREA (ERA)

(Insert date)

The Honorable Kristen S. Brown
Office of the Mayor
123 Washington Street
Columbus, IN 47201

RE: Tax Abatement for Personal Property
(Insert company's name)

Dear Mayor Brown:

(Insert company's name) manufacturer of (insert product name), is planning an expansion of our facility located at (insert address of company's location). Plans include the investment of (insert dollar amount) in new manufacturing equipment.

As a result of this expansion, (insert number) jobs will be retained and (insert number) of jobs will be added.

We are requesting tax abatement on the purchase of new manufacturing equipment, (insert company's name) is located in a previously designated Economic Revitalization Area.*

Attached hereto are: Application for Tax Abatement, Agreement of Cooperation, and Statement of Benefits form (SB-1), and a list of equipment.

We request that you place this item on the Council Agenda at the earliest convenient date. If you have any questions, please call (insert name of contact person) at (insert telephone number).

Sincerely,

(Original signature here)
(Insert name and title under signature)

Enclosures

cc: Clark Greiner, Business Development and Planning Coordinator
Jeffrey L. Logston, City Attorney

**You must be in a previously designated ERA to request Tax Abatement*