SAMPLE LETTER
REQUEST FOR TAX ABATEMENT (REAL PROPERTY ABATEMENT 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 Real Property only
(Insert property owner's name)

Dear Mayor Brown:

(Insert company's name) is planning to construct a new office facility at (insert address of location), if tax abatement is granted to (insert name of property owner). Plans include the investment of (insert dollar amount) in our new facility.

This would be a new location for (insert name of Company, and no one is employed at the site at the present time. As a result of this project, (insert number) jobs will be retained and (insert number) jobs will be added.

We are requesting tax abatement on the building improvements. The site at which we plan to build is located in a previously designated economic development target area.

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

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: Carl E. Malysz, Director of Community Development
Jeffrey L. Logston, City Attorney