SAMPLE LETTER
REQUEST FOR TAX ABATEMENT (REAL AND PERSONAL PROPERTY 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: Request for Tax Abatement
(Insert property owner'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). Our plant will be expanded by (insert #) sq. ft. to accommodate the installation of new manufacturing equipment. Plans include the investment of (insert dollar amount) in real property improvements and (insert dollar amount) in new manufacturing equipment.

As a result of this expansion, (insert number) jobs will be retained and (insert number) jobs will be added by (insert estimated date total number of employees will be added).

We are requesting tax abatement on both the building, improvements and the purchase of new manufacturing equipment. (Insert company's) 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 the equipment to be purchased.

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