*SAMPLE COVER LETTER*

*REQUEST FOR TAX ABATEMENT and/or ERA DESIGNATION*

(Print on Company Letterhead and/or Insert Name & Return Address)

(Insert date)

Ms. Robin Hilber

Director of Community Development

City of Columbus

123 Washington Street

Columbus, IN 47201

RE: Tax Abatement for Real and/or Personal Property

(insert property address)

Dear Ms. Hilber:

[Insert company's name], manufacturer/distributor of [product type], is planning an expansion of its operations (or plans to build a new facility) located at [insert address of location]. *IF BUILDING EXPANSION:* Our facility will be expanded by [insert #] square feet, calling for a Real Property investment of $XX,XXX,XXX. *IF EQUIPMENT INVESTMENT:* Our proposed project calls for the installation of new manufacturing [or logistics, or I.T., etc] equipment, calling for an investment of $XX,XXX,XXX, *(if applicable)* for a total investment of $XX,XXX,XXX.

As a result of this expansion, [insert #] jobs will be retained, and [insert #] jobs will be added by [insert estimated date] with an expected average wage of $XX/hour.

It is our understanding that our proposed project is already located within a designated Economic Revitalization Area (ERA). With the ERA designation in place, we respectfully request approval of a standard ten-year tax abatement (phase-in) on the net new taxes associated with the building improvements (Real Property) and installation of new qualifying equipment (Personal Property).

Attached hereto are the following exhibits:

1. Aerial Map of Project Location
2. Application for Tax Abatement
3. Statement of Benefits Personal Property (SB-1/PP) *(if applicable)*
4. Statement of Benefits Real Property (SB-1/RP) *(if applicable)*

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

Sincerely,

Name

Title

cc: Hon. Mary Ferdon, Mayor

Mr. Alex Whitted, City Attorney

Mr. Jeff Rocker, City Council Attorney

Mr. Jason Hester, President, Greater Columbus Economic Development Corporation

**Exhibit A**

**Aerial Map of Project Location**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Columbus, IN 47201

**Nearest Crossroads or Other Identifier:**

The property is located along International Drive, south of Deaver Road, in the Woodside Northwest Industrial Park.

A map of a city

Description automatically generated

**DEAVER RD**

Icon

Description automatically generated

**175W**

A red and white sign

Description automatically generated

**300W**

A white sign with black numbers

Description automatically generated with low confidence

**450 S**

**EXIT 64**