

**SAMPLE COVER LETTER
REQUEST FOR ECONOMIC REVITALIZATION AREA (ERA) and/or TAX ABATEMENT (REAL
PROPERTY AND PERSONAL PROPERTY ABATEMENT)**

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

(Insert date)

The Honorable James D. Lienhoop
Office of the Mayor
123 Washington Street
Columbus, IN 47201

RE: Tax Abatement for Real and/or Personal Property
(insert property owner's name)
(insert property address)

Dear Mayor Lienhoop:

(Update all of the following as needed to best summarize your request)

(Insert company's name), manufacturer of (insert product name), is planning an expansion of its facilities located at (insert address of location). Our facility will be expanded by (insert # of square feet) to accommodate the installation of new manufacturing (or logistics, or I.T., etc.) equipment, and our plans include the investment of \$XX,XXX,XXX in real property improvement and \$XX,XXX,XXX in new 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) with an expected average wage of \$XX/hour.

If not previously designated as such, we are requesting designation of our property located at (insert address of location) as an economic revitalization area. With the ERA designation in place, we are requesting a ten-year tax abatement on (insert whether the request is for the building improvements and/or the purchase of new manufacturing equipment).

Attached hereto are the following: (1) Application for Tax Abatement, (2) Statement of Benefits (SB-1) form(s), (3) a Map or Aerial of the project site, and (4) XXXXXXXX.

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

Sincerely,

Name
Title

Encs.

cc: Ms. Mary Ferdon, Director of Community Development
Mr. Alan Whitted, City Attorney
Mr. Jason Hester, Executive Director, Columbus Economic Development Board