

**SAMPLE LETTER  
TAX ABATEMENT REQUEST**

(Insert date)

The Honorable Fred L. Armstrong  
Office of the Mayor  
City of Columbus  
123 Washington Street  
Columbus, IN 47201

RE: Tax Abatement Request  
(insert company's name)

Dear Mayor Armstrong:

(Insert company's), 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) of jobs 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 are: Application for Tax Abatement, Agreement of Cooperation, Statement of Benefits form, and a list of equipment.

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,

(original signature here)

(insert name and title under signature)

Encs.

cc: Judy J. Jackson, Community Development Director  
Alan Whitted, City Attorney

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