

January 15, 2009

SAMPLE PROJECT COMPLETION & FINAL COST LETTER

COMPANY LETTERHEAD

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX NUMBER

(INSERT DATE)

State Tax Commission
PO Box 30471
Lansing, MI 48909-7971

Re: **Industrial Facilities Exemption Certificate (Insert Certificate #),
Project Location, Address, Local Governmental Unit, County**

Dear Commission Members:

According to State Tax Commission Rule 55(2), notification of completion of the project shall be filed within 30 days of completion. The above project was completed on _____.

According to State Tax Commission Rule 55(2), the final cost of a facility shall be filed with the assessing officer and the Commission within 90 days after completion. The final costs for the above project are as follows:

Real: \$ _____ (final total of real improvements)

Personal \$ _____ (final total of personal
improvements)

Total R & P \$ _____ (final total amount of the project)

If you have any questions, please feel free to contact me at (xxx) xxx-xxxx or at my e-mail address: _____.

Sincerely,

Name of Company Official and Title

cc: Local Unit Assessor