

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

**VIA FACSIMILE TRANSMISSION**

NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
CITY, STATE ZIP CODE

Dear \_\_\_\_\_ :

The Applications filed by \_\_\_\_\_ need to be sworn to in substantially the same form as follows:

**State of \_\_\_\_\_  
County of \_\_\_\_\_**

**Personally appeared before me, the undersigned authority in and for the jurisdiction aforesaid, \_\_\_\_\_, who stated that he is \_\_\_\_\_ of \_\_\_\_\_, a Corporation, and that after being duly authorized by the Corporation to do so, stated that the matters set out in the foregoing Application for Exemption of Ad Valorem Taxation are true and correct.**

\_\_\_\_\_  
**SWORN TO AND SUBSCRIBED BEFORE ME on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**NOTARY PUBLIC**  
**MY COMMISSION EXPIRES:\_\_\_\_\_**

Should you have any questions or if I can be of assistance, please do not hesitate to call.

Sincerely,

By:

/\_\_\_\_\_  
Enclosures