

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

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: Ad Valorem Tax Exemption

Dear :

Enclosed herewith please find triplicate originals of the Application of , Inc. for exemption from Ad Valorem taxes for a period of () years as authorized by *et seq.* of the Code of , as amended. In addition, we are enclosing a copy of the Application which we request you mark "filed" and return to us in the enclosed envelope.

Also enclosed is a proposed Resolution granting the exemption subject to approval of the State Tax Commission.

I would be most appreciative if you would process this application and present it to the Board of Supervisors for consideration at the earliest possible date. If you deem it advisable, I will be happy to make arrangements for a representative of , Inc. to be present at the Board of Supervisors meeting.

I appreciate your assistance and cooperation in this matter. Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

/
Enclosures
cc (w/encl.):