

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

D A T E

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

Re: Tax Exemption

Dear :

called me this morning and stated that 's Application for Tax Exemption will be presented to the Mayor and Board of Aldermen during its meeting on D A T E . I will be attending the meeting on behalf of , but I believe it would be beneficial if either you or could attend the meeting with me in order to answer any questions concerning your operations which I might not know.

The meeting is scheduled for TIME and I would suggest that we meet in my office at approximately TIME to go over the Application and discuss our presentation.

Please let me know if either you or will be available to attend the meeting with me.

Sincerely,

by:

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