

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: Tax Exemption

Dear :

Enclosed herewith please find a copy of the letter which I received from , City Clerk/Tax Collector. If, after reviewing this letter, you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

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