

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 :

Enclosed herewith please find triplicate originals of the Applications for Exemption from Ad Valorem Taxes which we have prepared with regard to the City of and County Board of Supervisors. Please review each of these applications carefully and if they meet with your approval, please have execute all six (6) of the applications in the spaces provided before a notary public. Should you have any problems or questions regarding these applications, please contact us so that we can make the appropriate revisions.

Once you have approved the applications and they have been executed by , please return them to me so that we can file them with the appropriate governing bodies.

I look forward to hearing from you soon.

Sincerely,

By:

:  
cc: Enclosures