

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

D A T E

VIA FACSIMILE  
F A X N U M B E R

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 :

I am in receipt of your fax dated . Based on our discussions, I believe that the office equipment which you added as part of the expansion of your business qualifies for the tax exemption. Therefore, I will need you to provide me with a listing of this equipment and the costs incurred.

In addition, I need you to provide me with a detailed breakdown of the equipment/machinery and improvements which make up the \$ listed in your fax. In order for the Tax Assessor to know which property is exempt, I need a brief description of each piece of equipment/machinery, including the brand name, model number and serial number, if possible. You will need to provide me with a breakdown of the cost of each piece of equipment/machinery as installed. In making these calculations, it may be necessary to allocate some common items among the various pieces of equipment/machinery. Once I have this information, I will be able to complete the applications for tax exemption.

In the meantime, should 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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