

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: Request for Small Loan Privilege Tax Application

Dear NAME:

Please send me an application for Small Loan Privilege Tax along with a copy of the guidelines and any pertinent information.

The company name will be _____ and it will be doing business in C I T Y, S T A T E.

Sincerely,

BY:

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