



Date:
The Honorable President
Town of Bargersville Council
P.O. Box 420 24 N. Main Street,
Bargersville, Indiana 46106

RE: Tax Abatement Request for Expansion (Insert Company's name)

Dear President:

(Insert company's name), manufacturer of (insert product name) is planning an expansion of its facilities located at (insert address of company's address of location). Plans include the investment of (insert dollar amount) in new manufacturing equipment.

As a result of this expansion, (insert number), jobs will be retained and (insert number) of jobs will be added.

We are requesting tax abatement on the purchase of new manufacturing equipment (Insert Company) is located in a previously designated Economic Revitalization area.

Attached are Application for Tax Abatement, Agreement of Cooperation, Statement of Benefits form, and a list of equipment.

We requesting that you place this item on the Town Council Agenda at your earliest convenient date. If you any questions, please contact (insert name of contact person) at (insert telephone number).

Sincerely,

Encs.

cc: Director of Development
Town Council Attorney