



Date:

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

RE: Economic Revitalization Area Designation and Tax Abatement for Real and Personal Property {insert property owner'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 location]. Our plant will be expanded by [insert # of square feet] to accommodate the installation of new manufacturing equipment. Plans include the investment of [insert dollar amount] in real property improvement and [insert dollar amount] in new manufacturing equipment.

Because of this expansion, [insert number] jobs will be retained and [insert number of jobs will be added by [insert estimated date total number of employees will be added].

We are requesting designation of our property located at [insert address of location] as an economic revitalization area, and we are requesting tax abatement on both the building improvements and the purchase of new manufacturing equipment. The site at which we plan to expand is located in a previously designated economic development target area.

Attached hereto is Application for Designation of ERA, Application for Tax Abatement, Agreement of Cooperation, and Statement of Benefits form (SB-1), and a list of the equipment to be purchased.

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

Sincerely,

Company Officer

Encs

Cc: Director of Development

Town Attorney