



Date:

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

RE: Tax Abatement for Real Property only (insert property owner's name)

Dear President:

[Insert company's name] is planning to construct a new office facility at [insert address of location], if tax abatement is granted to [insert name of property owner]. Plans include the investment of [insert dollar amount] in our new facility.

This would be a new location for [insert name of company]. and no one is employed at the site at the present time. As a result of this project, [insert number] jobs will be retained and [insert number] jobs will be added.

We are requesting tax abatement on the building improvements. The site at which we plan to build is located in a previously designated economic revitalization area.

Attached hereto are Application for Tax Abatement, Agreement of Cooperation, and Statement of Benefits form (SB-I).

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

Sincerely,

Company Officer

cc Director of Development

Town Council Attorney