

Sample TIF/STA Letter to Mayor **ON COMPANY LETTERHEAD**

Date

Mayor Scott Lang
City of New Bedford
133 William Street
New Bedford, MA 02740

Dear Mayor Lang:

I have recently (or are about to) acquired/leased the property located at 123 Main Street and intend to locate/expand my business in New Bedford.

This expansion will create (and retain if applicable) XX new (and retained) jobs and I commit to offering at least 51% of these jobs to New Bedford residents.

The proposed project represents a new investment of XXX for acquisition/improvements/equipment..... (describe project here)

At this time, I am requesting your assistance in applying for a TIF Agreement with the City of New Bedford. If not for the tax incentives available through this program, it would not be possible to complete the project as planned.

I want to thank you for your consideration and look forward to working with your office and the New Bedford Economic Development Council on our proposed project.

Sincerely,

Business owner/representative

Cc: New Bedford Economic Development Council