[Place on Company Letterhead]

**Date:** [Insert Date]

**To:** [Insert Entity Contact Name]

 [Insert Entity Name]

**From:** [Insert Company Contact and Title]

**Re:**  Application for Participation in the Benefits of the Industrial Tax Exemption Program

**[Insert Company Name]** is undergoing an expansion/addition to its facility located at **[Insert Address]**, and is respectfully requesting **[Insert Entity]**’s endorsement of the company’s participation in the Industrial Tax Exemption Program. We have submitted the Jefferson Parish Industrial Tax Exemption Application detailing the expansion to JEDCO for their processing and routing to the Jefferson Parish Council, the Jefferson Parish School Board, and the Jefferson Parish Sheriff. It is the three aforementioned entities that must indicate their approval of the local property tax exemption allowed under the Industrial Property Tax Exemption Program in order for the State of Louisiana and Louisiana Economic Development to execute a contract for the exemption with the Company.

The project referenced within our Jefferson Parish Industrial Tax Exemption Program Application and Louisiana Economic Development Advance Notification Number **[Insert Advance Notification Number]** entails a total investment of **[Insert Amount]** and the creation of at least **[Insert Number of New Jobs]** net new jobs.

**[Insert Company Name]** is respectfully requesting a resolution of your entity authorizing a property tax exemption for this project at your earliest opportunity.

Thank you for your consideration.

Sincerely,

**[Insert Contact Name and Title]**