

Your Name

Your Position

Your Company Name

Your Company Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Position

Recipient Company Name

Recipient Company Address

City, State, Zip Code

Dear [Recipient Name],

We are writing to express our interest in the corporate tax incentive program recently announced by [Government Agency/Department Name]. As a dedicated member of the [Industry/Field Name], we believe that this initiative aligns with our goals of sustainable growth and innovation.

Our company, [Your Company Name], has been actively involved in [brief description of your business and its impact]. We are eager to explore how participation in this program could enhance our operations and contribute to the broader economic environment.

We would appreciate the opportunity to discuss this program in more detail and learn about the application process. Please let us know a suitable time for a meeting or a call.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]