

Request for Small Business Tax Incentive

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request your consideration for a small business tax incentive for [Your Business Name]. As a [describe your business, e.g., "local retail shop devoted to providing quality goods and exceptional customer service"], we believe that this incentive will not only aid in our growth but also contribute positively to our community.

Our business has faced [briefly describe challenges or circumstances that warrant the request, e.g., "significant challenges during the recent economic downturn"]. An incentive would enable us to [explain how the incentive would help, e.g., "expand our operations and create new jobs"].

We are committed to [describe any community-focused initiatives, e.g., "supporting local organizations and investing back into our community"]. We believe that with the assistance of your office, we can continue to thrive and provide valuable services to our customers.

Thank you for considering our request. I would be happy to provide any additional information or documentation that may assist in your decision-making process. We look forward to your favorable response.

Warmest regards,

[Your Name]

[Your Title]

[Your Business Name]