

# Amendment Letter for Capital Investment Tax Credit Submission

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title]  
[Recipient Department/Agency Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to our previous submission for the Capital Investment Tax Credit regarding [specific project or investment details].

After careful review, we found that [brief explanation of the reason for amendment]. We believe that these amendments will provide a clearer representation of our investment and enhance our eligibility for the tax credit.

Enclosed are the revised documents, including [list any documents you are attaching or mentioning], which reflect the necessary changes. We kindly ask for your consideration of this amendment at your earliest convenience.

Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]