

# Application for Capital Investment Tax Credit

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the Capital Investment Tax Credit under the provisions outlined by [reference the specific law or regulation]. Our company, [Your Company Name], has made significant capital investments in [describe the nature of investments, e.g., new equipment, facilities, etc.], totaling [amount] during the tax year [year].

This investment aims to [describe purpose/impact of the investment, e.g., enhance production, create jobs, etc.]. We believe that our project aligns with the goals of [name relevant program or initiative] and will contribute positively to [explain the broader economic impact].

Enclosed with this letter, you will find the required documentation to support our application, including [list any attachments, such as financial statements, project descriptions, tax forms].

We appreciate your consideration of our application and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]