

# Request for Capital Investment Tax Credit Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the approval of the Capital Investment Tax Credit for our recent investment in [briefly describe the project or investment, including location and purpose].

As outlined in [reference any relevant legislation or guidelines], we believe our investment meets the criteria for this tax credit, which will significantly aid us in [briefly explain the anticipated impact of the investment on your business or the community].

Enclosed are the necessary documentation and supporting materials to facilitate the review process. We anticipate that this investment will not only enhance our operations but also contribute to the overall economic development of [mention any relevant locations or communities].

Thank you for considering our request. If you require any additional information or documentation, please do not hesitate to contact me at [your phone number] or [your email]. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]