

Application for Small Business Tax Incentives

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Business Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally apply for tax incentives available to small businesses in [City/State]. As the owner of [Your Business Name], we strive to contribute positively to our community and economy through [brief description of your business and its impact].

We are interested in the following tax incentives: [list specific tax incentives you are applying for]. We believe that these incentives will help us [explain how the incentives will assist your business, for example, job creation, expansion plans, etc.].

Attached to this letter are the necessary documents to support our application, including [list any documents you are including, such as financial statements, business plans, etc.]. We hope you will consider our application favorably.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]