

Municipal Tax Rebate Clarification

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide clarification regarding the municipal tax rebate program for small businesses. As you are aware, this program is designed to support local businesses by offering financial relief through tax rebates.

Eligibility for the tax rebate includes criteria such as [briefly list eligibility criteria]. To apply, small businesses must submit the required documentation by [application deadline]. The rebate will be calculated based on [explain calculation method].

For further details, documentation requirements, and assistance with the application process, please do not hesitate to reach out. Our team is available to ensure that you understand the benefits and procedures associated with this program.

Thank you for your attention, and we look forward to supporting your business.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]