

Utility Tax Credit Renewal Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter is to inform you that it is time to renew your application for the Utility Tax Credit. Your current credit will expire on [Insert Expiration Date]. To continue receiving your credit, please complete the renewal process by [Renewal Deadline].

Enclosed you will find the necessary forms and instructions to guide you through the renewal process. Please ensure all required documentation is submitted by the deadline to avoid any interruption in your benefits.

If you have any questions or require assistance, feel free to contact our office at [Office Phone Number] or email us at [Office Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Contact Information]