This letter must be signed by the Mayor or County Commissioners on city/county letterhead.

**Instructions:**  Copy and paste the text of this letter to the city/county letterhead. Edit as necessary to indicate the committed local community match.

DATE

Megan Ronk

Director  
Idaho Department of Commerce  
P.O. Box 83720   
Boise, ID 83720  
  
Dear Director Ronk,

The [CITY OF XX or XX COUNTY] actively supports [COMPANY NAME] in creating new jobs in our community. In support of [COMPANY NAME’s] Tax Reimbursement Incentive application, the [CITY OF XX or XX COUNTY] commits to providing an estimated $\_\_\_\_\_\_\_ in community match. The match will consist of the following:

|  |  |  |
| --- | --- | --- |
| Form of Match | Amount | Describe |
| Cash contribution | $ |  |
| Fee waiver | $ |  |
| In-kind services | $ |  |
| Provision of infrastructure | $ |  |
| Other | $ |  |

The [CITY OF XX or XX COUNTY] looks forward to working with [COMPANY NAME] and the Idaho Department of Commerce to bring this meaningful project to our state.

Sincerely,

Name  
Title