This letter must be signed by a 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 pre-application, the [CITY OF XX or XX COUNTY] affirms its commitment to providing a meaningful community match to support this project. Our anticipated community match will include [CASH, FEE WAIVERS, IN-KIND SERVICES, INFRASTRUCTURE, LAND, OTHER – PLEASE DESCRIBE].

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