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

Thomas F. Kealey

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

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