

NOTE: Copy and paste the information below into a separate document that includes your letterhead.

[Letterhead of Entity]

[Date]

Re: [Name and Location of Project]
[Minnesota Housing HTC#]

Dear Sir/Madam:

At its meeting on [date], the [name of city] City Council reviewed and endorsed the [name of project] housing development proposal that proposes [specify unit count and type of construction] in the city of [proposal location]. This endorsement is based upon the findings that the project will meet locally identified housing needs and that the proposed housing is in short supply in the local housing market. This need is evidenced by [state sources and authors of credible data such as recent housing study, housing survey, etc.].

[Include the following if applicable]

As part of its endorsement, the city also proposes local financial assistance through the use of tax increment financing (TIF). The [name of city] City Council approved the allocation of \$[amount] in TIF for a term of [number of years] years for the [name of project] proposal. This assistance will be in the form of [specify lump sum or pay-as-you go] TIF.

The [name of city] City Council endorsement is evidenced by the [name of city] City Council's approval of Resolution [number], a copy of which is included with this letter.

Sincerely,

[Authorized City Representative]