
NOTE: In addition to this letter, submit a copy of the tax increment financing (TIF) resolution and the TIF analysis. A sample resolution can be found on our website.

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 committed local assistance through the use of tax increment financing (TIF). The [name of city] City Council approved the allocation of \$[amount] in tax increment financing for a total 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]