Mr. John Smith Ms. Sarah Sampleton

Executive Director Proprietor

Sample City Community Development Corp. Downtown Enterprise, Inc.

1 Main Street 123 Main Street

Sample City, NY 12345 Sample City, NY 12345

Month X, 2016

Dear Mr. Smith,

As the proprietor of a local business in the main business district of Sample City, Downtown Enterprise, Inc., I am writing to confirm my interest in participating in Sample City’s 2015 Main Street Program should the funds be awarded. I understand that if my property is selected for participation in the program I will be eligible to be reimbursed for up to 75% of the eligible costs of the renovations to my building and the two apartment units above it, located at 123 Main Street in Sample City.

My property is in need of the following proposed improvements:

* XXX
* XXX

I anticipate the total project cost to be around $X. I have enclosed documentation of my pre-approval for a personal loan amount exceeding $X, to show my ability to cover the cost of the improvements.

Without the NY Main Street reimbursement to defray approximately 75% ($X,000) of the project cost, I would be unable to permanently commit this amount of money toward these improvements. These grant funds will [further explanation of benefit].

I understand that I will be required to maintain the assisted improvements for a minimum of five years, and will execute a Property Maintenance Declaration to formalize this responsibility. I understand that if I sell my building within this five year term, I will be required to pay back a pro-rated amount of the grant funds.

Sincerely,