

**Model Letter By Eligible Business Firm Considering
Investment In A Proposed Enterprise Zone**
(see OAR 123-065-1580)

[Company Letterhead]

[DATE]

Tim McCabe, Director
Business Oregon
775 Summer Street NE, Suite 200
Salem, Oregon 97301-1280

Subject: Application for Designation of the _____ Enterprise Zone

Dear Mr. McCabe:

Our business firm is considering investments that would be completed in the next two years at [one of] the following location[s]: _____, in the subject proposed enterprise zone.

Designation of this proposed zone would weigh crucially in our business firm's decision to undertake these investments. Ours is an eligible business operation for purposes of an Oregon enterprise zone exemption, and these investments could qualify under ORS 285C.175, if the proposed zone is designated, although we understand that simply submitting this letter does not guarantee qualification.

Earliest date on which construction or installation would begin is: _____, 20__.

[Note: If any activity related to the construction or modification of buildings or structures or to the installation of machinery or equipment commences before the effective date of the enterprise zone designation, such property and the entire investment may not qualify]

Number of *new* employees to be hired pursuant to and for these investments is: _____.
[Do not count construction, part-time (≤ 32 hours/week), temporary, seasonal, retail or existing jobs]

The potential investments would cost an estimated: \$_____.

[Please summarize the prospective investments]

[I request that the department keep this communication confidential, pending authorization or commencement of the investments proposed and described herein, but I understand that while the department feels that this letter is exempt under Oregon's public records law, confidentiality cannot necessarily be guaranteed in this specific instance]

[Original Signature of Owner, CEO or other suitably authorized corporate officer]