

SAMPLE Letter format for annual list of authorized business firms in Enterprise Zone

***Due Each Year at the Beginning of November
From the Local Zone Manager***

October __, 20##

Arthur Fish
Economic & Community Development Department
775 Summer Street, NE, Suite 200
Salem, Oregon 97301-1280

Dear Art:

These are the currently authorized business firms for the _____ Enterprise Zone:

Business Firm *	Existing Employment	New/additional Employees (est.)	Investment Costs (est.)	Expected 1st Initial year	Years of Exemption
Xcalibur	0	18	\$600,000	200[#+]	3
Yyami Corp.	11	2	\$150,000	200[#+]	3
Zarrific Ind.	179	160	\$8,250,000	200[#+]	5
TOTAL	200	180	\$9,000,000		

NOTE: [*Don't list withdrawn or inactive authorizations; data based on information from/revised by authorized firm]

[Also include any revision to any local contact information. **Optional:** Summary of zone activities during previous 12 months, such as assistance to authorized & qualified business firms and the county assessor; changes to the zone boundary, local incentives or policies; updates on available industrial land or workforce training resources; additional requirements for above firms; marketing and public outreach efforts, and other newsworthy stuff.]

Regards,

Enclosed: marketing/information materials on Zone [insofar as recently revised]

c: City of ___ ..., ... , ___ County, ...
County Assessor
First-source "contact agency"
[Port of ..., COG, &c.]