

[Submit Letter on the Company's Letterhead]

RE: [Development Name]

Dear Minnesota Housing:

[Name of Company] supports the [Development Name] proposed by [Name of City]. We employ [Number of Full Time Employees] employees. We are located [Number of Miles] from the proposed development.

[Insert a paragraph that addresses how the lack of available rental housing has impeded your ability to recruit and hire employees, and how this development will help.]

Sincerely,

[Authorized Company Representative]

[Signature and Printed Name of Authorized Company Representative]

[Title of Authorized Company Representative]

[Phone and Email of Authorized Company Representative]

[Date]