**Tenant Improvement Fund**   
***Letter of Support Template***

**Name of Organization or Business Providing Letter of Support**   
**First Name Last Name**   
**Mailing Address**  
**Email**  
**Phone Number**

**Date**

To the Office of Economic Development Tenant Improvement Fund Advisory Committee,

I am pleased to submit this letter of support on behalf of **[insert name of small business applying for tenant improvement award]** (“Business”). **[Insert business owner’s name]**, owner of “Business” has provided information to us regarding their tenant improvement project, and we believe that the “Business” and their project are consistent with the priorities of our neighborhood.   
  
We recommend consideration of “Business” for a Tenant Improvement Fund award because:   
**[list ways you believe the business and/or business owner is currently making or will make an impact on the neighborhood]**.

Please let us know if you have any questions about our recommendation. Thank you for considering the application.

Sincerely,

**Name of Recommender**