------------------------Sample Memo------------------------

Date

By Email (incentives@InnovateAlabama.org) Innovate Alabama

Attn: Kelly McNair

Dear Ms. McNair,

The purpose of this letter is to request that XX. (hereinafter “XX”) be designated as a local << or state >> economic development organization by your office. XX’s address is << Street, City, AL Zip>>. The authorized contact person for XX is <<Fname Lname>>, whose email is <<insert email address>> and phone number is <<insert phone number(s)>>. The state of incorporation for XX is <<Alabama>>.

**Certifications**

The undersigned does hereby certify as follows:

1. XX is not organized or operated for profit.

2. XX is charged with improving the <<specific region/locations within the state>> AL.

3. XX has a record of supporting or otherwise participating in economic development efforts in Alabama.

**Narrative**

<<Insert your examples and projects here>>

Sincerely,

Name

Title

---------------------End Sample Memo-----------------------