**(Letter must be typed on Developer’s Letterhead)**

Senator/Representative/Mayor/County Administrator/City Council Member

Address

City, State, Zip

Dear Senator/Representative/Mayor/County Administrator/City Council Member:

In accordance with the 2024 Qualified Action Plan of the South Carolina State Housing Finance and Development Authority, this letter is to provide you with information regarding a proposed development using Low Income Housing Tax Credits (LIHTC) in XXXXXX, SC. Funding for the development may consist of both federal and state tax credits.

Development: Development Name

 Street Address

 City, State Zip

Construction Type: New Construction, Rehabilitation, Adaptive Reuse

# of Units: XX

Acreage: XXX

Targeting: Family, Elderly, Older

I would be happy to meet with you to discuss this proposed development, I can be reached by phone at (xxx) xxx-xxxx.

Sincerely,

[signature]

Name

Title

\*Each letter must be individually addressed to the highest official of the locality, the State Representative, the State Senator and each City/County Council member. You may add any additional information to this sample letter, but the above information and format is required.