*[Letter should be on official office letterhead]*

*[Please email your completed letter to:* [*Kirby.Lewis-Gill@tn.gov*](mailto:Kirby.Lewis-Gill@tn.gov)*]*

Date

Kirby Lewis-Gill, Site Development Director   
Rural Development   
Tennessee Department of Economic and Community Development  
312 Rosa L. Parks Avenue, 27th Floor  
Nashville, Tennessee 37243

Re: Letter of interest

The [*NAME OF THE COUNTY’S JOINT ECONOMIC AND COMMUNITY DEVELOPMENT BOARD*] has met and reviewed the material explaining the ***Select Tennessee Property Evaluation Program,*** and I am writing to inform you of the board’s interest in the program.

The board recognizes that funding for this program is limited and that the selection process is competitive. Further, we understand that counties will be chosen to participate based on a combination of factors which include the local market need for industrial properties, the ability of the county to identify quality properties for evaluation, and the potential opportunity for these properties to foster economic growth locally.

As a community we are prepared to undertake the work necessary and have the local support needed to complete the application process. The board has designated [PERSON’S NAME] to lead the day-to-day efforts and complete the work necessary for this program. All correspondence and inquiries regarding our participation should be addressed to [PERSON’S NAME]. The contact information for this person is:

* [Mailing address]
* [Email address]
* [Phone number]

Finally, we recognize that the purpose of this program is to assist counties with the evaluation and improvement of industrial properties for the purpose of economic development and feel this program will benefit our county. Working with the local governments and economic development organizations, we have identified the properties listed on the following page as potential candidates for the program.

Sincerely,

[Name of JECDB Chair]

[Name of JECDB]

[Contact information for CHAIR]



***SELECT TENNESSEE   
Property Evaluation Program*Inventory of Potential Properties**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **NAME** | **Type** (Sites / Building) | **Ownership** (Public / Private) | **Street Address** (Street, City, Zip) | **Size** (Acreage for Sites Sq Ft for Buildings) | **Year built** (Building only) | **Listed in TVAsites2** (Yes/No) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |

1. **Instructions:**

* Please list the potential industrial properties that the county JECDB would be interested in submitting to the Select Tennessee Site Advisement Program.
* Please indicate the type of property for each. These properties may include both industrial greenfield sites or existing buildings, although applicants are encouraged to ensure at least three properties are greenfield sites.
* Please indicate the property’s ownerships (public or private) as well as its street address.
* For greenfield sites, please indicate the site’s size (in acres) and for buildings indicate the size and year the building was originally constructed.

1. **Attachment:**

* Please include in support of this letter a PDF of the export report from TVAsites of any of the properties identified above that are listed in the TVAsites system. (All of the properties may not be not listed in TVAsites.)