(Insert Date)

Sara Bloom, Community Service Tax Credit Program  
Kansas Department of Commerce  
1000 SW Jackson Street, Suite 100  
Topeka, KS 66612-1354

Dear Ms. Bloom:

It is with great pleasure that I write to you in support of this tax credit application for (Insert Project Name) and (Insert Organization Name).

If the application for tax credits were to be awarded, I would consider a gift of (Insert Amount Here) to this project. I understand that this would be a (70% or 50%) tax credit. It would allow me to consider a larger gift to this project that I might not otherwise be able to contribute.

The benefits of (Insert Project Name) to our community are unlimited and the CSP Tax Credits are the best available resource to help raise the needed funds for the completion of the project. The tax credit program would have a significant impact on the fundraising efforts of this project and therefore the quality of life and services that will make a lasting impression in (Insert Community).

Thank you for your consideration of this request.

Sincerely,