

COMPANY LETTERHEAD

Date:

Mr. Jared M. Chalk
Interim Director of Development
City of Norfolk
Department of Development
999 Waterside Drive, Suite 2430
Norfolk, VA 23510

RE: Request for Technology Zone Benefits – [COMPANY NAME]

Dear Mr. Chalk,

[COMPANY NAME] requests designation as a Qualified Technology Business under Chapter 45.6 of the Norfolk City Code, 1979, as amended, for the purposes of accessing Technology Zone tax benefits as an Divested Technology Business.

We acknowledge that [COMPANY NAME] will need to apply for this certification annually to demonstrate that it continues to operate as a Qualified Existing Technology Business. The following information is provided to assist Department of Development Staff in evaluating this request.

- **Definite Place of Business:**
[I.E., 999 WATERSIDE DRIVE, SUITE ____, NORFOLK VIRGINIA 23510].
- **Incentive Type:** Divested Technology Business
 - [BRIEFLY DESCRIBE THE COMPANY'S PRIMARY BUSINESS ACTIVITY IN NORFOLK].
 - [BRIEFLY DESCRIBE THE SITUATION AROUND DIVESTITURE, INCLUDING THE IDENTITY OF THE PARENT COMPANY AND THE EFFECTIVE DATE THE COMPANY WAS AN ENTITY INDEPENDENT OF ITS PARENT.]
 - [NUMBER OF NEW FULL TIME OR EQUIVALENT JOBS CREATED AT DIVESTITURE ____.] -
OR-
 - [AMOUNT OF CAPITAL INVESTMENT (E.G., TANGIBLE PERSONAL PROPERTY OR REAL ESTATE IMPROVEMENTS)]
- **Company's primary NAICS Code.**
[I.E., NAICS 454111, BUSINESS TO CONSUMER RETAIL SALES INTERNET SITES]

Sincerely,

[AUTHORIZED REQUESTOR NAME]
[TITLE]
[COMPANY NAME]