

## 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 Existing 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:** Existing Technology Business
  - [BRIEFLY DESCRIBE THE COMPANY'S PRIMARY BUSINESS ACTIVITY IN NORFOLK.]
  - [NORFOLK EMPLOYEE HEADCOUNT REPORTED TO THE VIRGINIA EMPLOYMENT COMMISSION AS OF:
    - December [MOST RECENT YEAR]
    - December [YEAR PRIOR TO MOST RECENT]
  - [PLEASE INCLUDE ANY DOCUMENTATION TO SUBSTANTIATE THE REPORTED HEADCOUNT.]
- **Primary NAICS Code.**  
[I.E., NAICS 454111, BUSINESS TO CONSUMER RETAIL SALES INTERNET SITES.]
- **Brief Description of Business**

Sincerely,

\_\_\_\_\_  
[AUTHORIZED REQUESTOR NAME]  
\_\_\_\_\_  
[TITLE]  
\_\_\_\_\_  
[COMPANY NAME]