



## Locality CEO Support Letter

### 1. General Instructions

- The letter below must be submitted under locality's letterhead.
- **NOTE TO LOCALITY:** Any change in this form letter may result in a reduction of points under the scoring system.
- **NOTE TO OWNER/DEVELOPER:** You are strongly encouraged to submit this certification to the appropriate local official at least three weeks in advance of the application deadline to ensure adequate time for review and approval.

## Locality CEO Support Letter

[DATE]

Jim Chandler  
Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, Virginia 23220

VHDA Tracking Number: \_\_\_\_\_  
Development Name: \_\_\_\_\_  
Name of Owner/Applicant: \_\_\_\_\_

Dear Mr. Chandler:

The construction or rehabilitation of the above-named development and the allocation of federal housing tax credits available under IRC Section 42 for said development will help to meet the housing needs and priorities of [NAME OF LOCALITY]. Accordingly, [NAME OF LOCALITY] supports the allocation of federal housing tax credits requested by [NAME OF APPLICANT] for this development.

Yours truly,

[CEO Name]  
[Title]