



**SAMPLE LETTER OF PERMISSION**  
FACADE IMPROVEMENT INCENTIVE TENANT APPLICANTS  
(Property Owner Must Sign This Letter)

Date:

City of Portland DDA  
259 Kent Street  
Portland, MI 48875

RE: Facade Improvement Program Application for  
Property Address: \_\_\_\_\_

Attention: DDA Director

I hereby grant my permission to (Applicant Name) to make application under the Portland DDA Downtown Facade Improvement Program. I certify that I have received a copy of the application for funding from the applicant and am fully aware of what is being proposed. I also certify that I am the legal owner of record and that I have the authority to grant this permission to (Applicant Name).

Sincerely,  
(Signature)

Typed Name  
Address  
Daytime phone number  
Email address