

Date _____

Re: Personal Property Declaration

Dear Personal Property Taxpayer:

Our office has recently become aware that you are conducting a business in our municipality.

Connecticut General Statutes Sec. 12-41 states that every business is required to file a Personal Property Declaration (form M-15) annually. A declaration will be mailed out to your business in September and should be returned to our office prior to November 1, 2004 in order to prevent a 25% assessment penalty.

Please fully complete the enclosed questionnaire and return it to my attention as soon as possible.

If you are already filing under a different name or there are any circumstances that I am unaware of, please do not hesitate to contact me at (860) 295-6201.

Very truly yours,