

[address of sender]  
[City], [State] [Zip Code]  
[date]

Operating Property  
Idaho State Tax Commission  
800 E. Park Boulevard  
Boise, ID 83712-7763

Dear Sir or Madam:

This is to inform you that a library district named the [insert Name] Public Library District has been established. The boundaries of the district are:

[insert legal description]

A copy of the [insert Name] County Board of Commissioners' order establishing the district and a map are enclosed.

Please add the [insert Name] Public Library District to the tax rolls.

Sincerely,

[Name of sender]

enclosures

