

**PRO FORMA RECAP
UNUSED LEVY CAPACITY LETTER**

We, the undersigned for the city/town/district of

are fully aware that the FY_____ unused levy capacity in the
amount of \$_____ as shown on the
FY_____ Pro Forma Recap cannot be appropriated for this
fiscal year once the Pro Forma has been submitted by the
city/town/district and approved by the Director of Accounts
and the Preliminary Tax Notices have been mailed.

Mayor/Administrator

Chief Financial Officer

Chairman, Board of Selectmen