



createappalachia.org

15 November 2024

Steven Bower
Economic Development Director
City of Kingsport

RE: Two-Year Extension of Current Lease for Create Appalachia

Dear Steven:

This letter is a formal request for a two-year extension of Create Appalachia's current lease at 225 W Center Street in Downtown Kingsport. We hope that the City will see fit to give us another two years here to continue building our presence and making a difference as part of Kingsport's Innovation Village.

As I reported during our last meeting, we are beginning to pick up steam and grow—over 75% occupancy in our office suites attest to that, as well as having held a number of classes and programs for entrepreneurs and digital makers of all ages.

We appreciate the support that the City of Kingsport has given us over the past two years, and we look forward to extending and expanding this partnership.

Gratefully,

A handwritten signature in black ink, appearing to read "Katie Hoffman", with a long horizontal line extending to the right.

Katie Hoffman
Executive Director, Create Appalachia
katie@createappalachia.org
423-329-4742