

# Request for Historical Landmark Designation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[City/County Office Name]

[Office Address]

[City, State, Zip Code]

## **Subject: Request for Historical Landmark Designation for [Landmark Name]**

Dear [Recipient's Name],

I am writing to formally request the designation of [Landmark Name], located at [Landmark Address], as a historical landmark in our community. This site not only embodies significant architectural and cultural heritage but also holds great sentimental value to the residents of [Neighborhood/Community Name].

The designation of [Landmark Name] will contribute to neighborhood beautification, enhance tourism, and preserve our local history for future generations. We believe that this recognition will encourage community pride and promote a deeper understanding of our shared heritage.

We kindly request your support in initiating the necessary steps for this designation and would appreciate any guidance on how we can assist in this important endeavor.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]