

# Request for Maintenance Consent

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Heritage Conservation Office]

[Address of the Office]

[City, State, Zip Code]

## **Subject: Request for Maintenance Consent for Heritage Property**

Dear [Heritage Officer's Name],

I am writing to request maintenance consent for the heritage property located at [Property Address]. As the owner of this property, I am committed to preserving its historical and architectural value.

We plan to undertake the following maintenance work:

- [Description of Work 1]
- [Description of Work 2]
- [Description of Work 3]

These activities aim to maintain the integrity and heritage significance of the property while ensuring compliance with the guidelines set forth by the heritage conservation standards.

Attached to this letter, please find the detailed plans, photographs, and any relevant documents to support this request. I look forward to your timely approval of the proposed work.

Thank you for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]