

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Title]  
[Organization/Commission Name]  
[Address]  
[City, State, Zip Code]

**RE: Letter of Intent for Historic Preservation of [Property Name/Address]**

Dear [Recipient Name],

I am writing to formally submit this Letter of Intent regarding the preservation and restoration of the property located at [Property Address], known as [Property Name, if applicable].

The purpose of this project is to maintain the architectural integrity and historical significance of the structure while [mention primary goal, e.g., restoring the facade, converting the interior for adaptive reuse, or securing a historic designation]. Built in [Year], this property represents a significant example of [Architectural Style] and contributes to the cultural heritage of [Neighborhood/City Name].

My proposed plan for preservation includes:

- [Key objective 1, e.g., Repairing original masonry and woodwork]
- [Key objective 2, e.g., Replacing non-historic windows with period-accurate materials]
- [Key objective 3, e.g., Ensuring the structural stability of the foundation]

I intend to follow all local, state, and federal guidelines for historic preservation, including the Secretary of the Interior's Standards for the Treatment of Historic Properties. I am committed to working closely with the [Historical Commission/Board Name] to ensure that all modifications respect the character-defining features of the site.

Thank you for your time and for your dedication to preserving our community's history. I look forward to discussing this project further and moving forward with the formal application process.

Sincerely,

[Your Signature]

[Your Printed Name]