

[Date]

[Recipient Name]

[Historic Preservation Commission/Society Name]

[Address]

[City, State, Zip Code]

RE: Application for Historic Designation/Listing of [Property Address]

Dear [Recipient Name/Commission Members],

I am writing to formally request that the property located at [Property Address], known locally as the [Name of House, if applicable], be considered for inclusion on the [Local/State/National] Register of Historic Places.

This property, constructed in [Year], warrants preservation for the following reasons:

- **Architectural Significance:** The home is a primary example of [Architectural Style, e.g., Victorian, Craftsman] architecture and retains its original [features, e.g., woodwork, windows, facade].
- **Historical Association:** The property is associated with [Name of Significant Person or Event], who [briefly describe importance].
- **Community Impact:** As one of the oldest structures in the [Neighborhood Name] area, it serves as a vital link to the heritage of our community.

I have enclosed the required documentation, including historical photographs, deed records, and a detailed physical description of the structure. My goal is to ensure the long-term protection of this site through formal preservation status.

I look forward to discussing this application during the next scheduled hearing. Please let me know if any additional information is required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]