[Date]

[Property Owner Name]
[Mailing Address]
[City, State, Zip Code]

Re: Preservation Status of [Property Address / Historic Name]

Dear [Property Owner Name],

We are writing to you because our records indicate that the formal preservation agreement or landmark status protections for your historic residence at [Property Address] have recently expired.

Your property is a vital piece of our community's architectural heritage. When preservation terms expire, these unique structures become vulnerable to alterations that may diminish their historical integrity or market value as a heritage site. We are reaching out to invite you to renew your commitment to the [Name of Program/Society] preservation campaign.

By renewing your preservation status, you may be eligible for:

- Tax credits and heritage grants for maintenance and restoration.
- Technical assistance from historic preservation experts.
- Official landmark signage and community recognition.
- Protection of the home's character for future generations.

We would welcome the opportunity to discuss the renewal process with you and answer any questions regarding the updated guidelines for [Year]. Please contact us at [Phone Number] or [Email Address] to schedule a brief consultation.

Thank you for your continued stewardship of one of our city's historic treasures.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]