

[Sender Name/Attorney Name]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Preservation Commission/Board]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Request for Certificate of Appropriateness / Exception for [Property Address]

To the Honorable Members of the [Preservation Commission/Board Name],

This letter is formally submitted on behalf of [Owner Name], the owner of the property located at [Property Address], situated within the [Name of Historic District]. We are requesting an exception (Variance/Certificate of Appropriateness) regarding [Specific Regulation, e.g., window replacement, exterior material, or structural addition].

The proposed modification involves: [Briefly describe the project].

We believe this exception is warranted based on the following grounds:

- **Structural Necessity:** [Explain if the current state is a safety hazard or structurally unsound].
- **Economic Hardship:** [Detail how strict adherence to the code causes unreasonable financial burden].
- **Historical Compatibility:** [Explain how the proposed change still honors the aesthetic of the district].
- **Minimal Impact:** [Describe why the change will not negatively affect the neighboring historic sites].

Enclosed with this letter are the following supporting documents: [List documents, e.g., architectural plans, photographs, material samples, or engineering reports].

We respectfully request that this matter be placed on the agenda for the upcoming hearing on [Date]. We are available to discuss this proposal or provide further clarification at your earliest convenience.

Thank you for your time and consideration of this request.

Sincerely,

[Signature]

[Typed Name]

[Title/Capacity, e.g., Counsel for Property Owner]