

[Date]

[Recipient Name]

[Organization/Archive Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Preservation and Archive Request for [Building Name/Address]**

Dear [Recipient Name],

I am writing to formally request the preservation and archival of original drafts, blueprints, and architectural documents related to the historical building located at [Building Address].

This structure, constructed in [Year], holds significant historical and architectural value due to [Brief Reason, e.g., its unique Gothic Revival style / its association with Architect Name]. To ensure the long-term integrity of the building's history, we seek to consolidate all primary drafting materials, including:

- Original hand-drawn schematics and blueprints
- Early site surveys and topographical maps
- Technical specifications and material logs
- Correspondence between the original architects and contractors

We propose that these records be housed within [Name of Archive/Institution] to provide a climate-controlled environment and professional oversight. Please advise on the necessary protocols for the transfer of these records and any documentation required to certify their historical provenance.

Thank you for your dedication to preserving our architectural heritage. I look forward to your response regarding the next steps in this preservation process.

Sincerely,

[Your Name]

[Your Title/Affiliation]

[Phone Number]

[Email Address]