



Sample Authorization Letter for a WWI Monument conservation or restoration project

Following is a sample for the kind of letter you will need to get for your project Memorial's controlling entity.

The next page one is a sort of "formula" for a suggested letter that you could prepare for the entity, and the following is an example of how that letter would read for a fictitious project being done by a Boy Scout troop in Springfield Illinois.

Your authorization letter would, of course, reflect the details and conditions of your project. We provide this reference as a support resource for your efforts

The 100 Cities / 100 Memorial project team

On Letterhead - Sample Authorization Letter

<month> <day>, <year>

<project name or team>
c/o <Project representative>
<address>
<City>, <state>, <Zip>

Dear <Project Representative>,

Thank you for your recent proposal to < simple description like – “restore” or “conserve” or “refurbish the grounds”> the <memorial name> located at <memorial location>.

This letter is to inform you that the <memorial controlling entity> hereby approves your plans and grant <project name or team> authorization to complete the outlined scope of work, in collaboration with < Local authority if applicable like “our Parks & Recreation Department”>.

Furthermore, the <memorial controlling entity> would like to commit to the funding for <if you asked for participation such as “tree removal services and for the installation of a new walkway to the memorial”>.

The <memorial controlling entity> thank you for your efforts and will also commit its resources to the ongoing maintenance and upkeep of the re-dedicated Memorial over the coming years.

Thank you for inspiring the City <memorial city or location> to take action to improve an important historic and local cultural landmark.

Sincerely,

<authorized person>
<Title>
<memorial controlling entity>

SAMPLE LETTER if it were for Boy Scout Troop 100 in Springfield Illinois (fictitious project)

November 11, 2016

Boy Scout Troop 100
c/o Troop Leader David Smith
100 Springfield Road
Springfield, STATE, 60000

Dear Boy Scout Troop 100,

Thank you for your recent proposal to restore and enhance the Springfield World War I Memorial located in Springfield City Park. This letter is to inform you that the City Council voted unanimously to approve your plans and grant your troop authorization to complete the outlined scope of work, in collaboration with the Parks Department.

Furthermore, the City of Springfield would like to commit to the funding for tree removal services and for the installation of a new walkway to the memorial.

The City will also commit its resources to the ongoing maintenance and upkeep of the re-dedicated Memorial in perpetuity through our Parks Department.

Thank you for inspiring the City of Springfield to take action to improve an important historic landmark.

Sincerely,

Lynn Jones
City Manager
City of Springfield