

(current date)

Ernie Kelsey, President
Fullerton Heritage
P.O. Box 3356
Fullerton, CA 92834

Dear Mr. Kelsey,

I am the owner of the property at (property address). I have owned the property since (date). According to my initial research, it is my understanding that my property may be of historical significance to the city of Fullerton because . . . (cite reasons here).

I would like to pursue designation of the property as a Fullerton Local Landmark. I know that Fullerton Heritage assists property owners with this process and would like to request your assistance. Please contact me at (applicant's phone number or email address). Fullerton Heritage is welcome to visit the property, and I will assist in the research in any way I can.

I understand that the formal application process for local landmark status requires a notarized signature that I will be responsible for attaining.

Sincerely

(Name of Applicant)