SAMPLE LETTER

GIFT LETTER OF REQUEST FOR ARTWORK

(Attachment to the Asset Improvement Request)

[Date]

Janet Anderson, PhD

Director, General Services Department

Detroit Parks and Recreation Division

18100 Meyers Road – Lower Level

Detroit, Michigan 48235

Dear Dr. Anderson:

On behalf of the [Organization Name], we are writing to offer the donation of [Name of Art Installation] at [location] in [Park name]. The costs, approximately [$] are being borne by the group mentioned above.

These improvements will take place on [Date]. We have worked with community representatives to ensure these improvements are desired.

[Briefly describe the maintenance plan] to maintain this site for the next five years.

[Brief Description of the art installation.]

As a gift, the ownership rights to the sculpture will be transferred entirely to the city. Any rights to the sculpture, by the artists, or their descendants will be transferred in their entirety to the City of Detroit.

We respectfully request your authorization to accept and install the [Name of Art Installation], with a waiver of reconsideration.

Sincerely,

[Signature of Representative of Donor Organization]

[Title]

 [Printed Name of Representative of Donor Organization

[Signature of Artist]

[Title]

[Printed Name of Artist]

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