

3 June 2020

Arsenio J. Lizaso

Chairman
National Commission for Culture and the Arts
Intramuros, Manila

Dear Chairman Lizaso,

Greetings!

The Municipality of (insert name) upholds the utmost value of our cultural properties and realized the importance of cultural mapping towards their preservation for the benefit of our community.

In this light, we would like to signify our interest to implement the NCCA Cultural Mapping Project in the municipality. We look forward to our town's very own inventory of cultural properties properly documented and accounted for. More than the compliance with the Seal of Good Local Governance (SGLG) of the DILG, this is for the better appreciation of our town's identity for better protection and promotion.

For further coordination, our culture and arts/tourism officer/local coordinator Mr/Ms (insert name) will be coordinating with your office. He/she may also be reached through 0915 123 4567 or lgutourism@gmail.com.

Your favorable response to this request is highly appreciated.

Very truly yours,

Juan de la Cruz
Mayor/Governor