

SAMPLE LETTER OF REQUEST FOR CULTURAL MAPPING

19 April 2022

Arsenio J. Lizaso
Chairman
National Commission for Culture and the Arts
Intramuros, Manila

Dear Chairman Lizaso,

Greetings!

The **Province/City/Municipality of _____** upholds the utmost value of our cultural properties and realized the importance of cultural mapping towards their preservation for the benefit of our community.

Kindly state the reason/s for requesting cultural mapping in your area.

For further coordination, our culture and arts/tourism officer/local coordinator, **Mr./Ms. _____** will be coordinating with your office. He/she may also be reached through mobile or contact number or email address.

Your favorable response to this request is highly appreciated.

Very truly yours,

insert signature over printed name

Juan de la Cruz
Mayor/Governor

NOTES:

1. Please note that it is important to include a valid contact details in the letter so we can easily get in touch with the focal person.
2. Kindly send the letter through our email at ncca.culturalheritage@gmail.com or at

Cultural Heritage Section

Program and Project Management Division
National Commission for Culture and the Arts
633 General Luna Street, Intramuros, Manila 1002