

[Date]

State Historic Preservation Officer
Michigan State Historic Preservation Office
300 North Washington Square
Lansing, MI 48913

RE: Certified Local Government Program Application
[Local Unit of Government Name], [County]

On behalf of the [Official name of local unit of government], I am pleased to submit an application for participation in the Certified Local Government (CLG) program as provided for under the National Historic Preservation Act, as amended.

The [Official name of local unit of government] has satisfied the minimum requirements for certification as detailed in "Michigan's Certified Local Government Program: A Manual on How to Become Certified." I understand that upon completion of the certification process I will sign a Certification Agreement indicating the community's willingness to continue to meet the minimum standards for participation.

Enclosed with this letter are the application for certification and required supporting documents for your consideration. Please direct all questions and correspondence regarding this application to our designated point of contact for the CLG program:

[Staff Contact Name]
[Staff Contact Address]
[Staff Contact Phone]
[Staff Contact Email]

Sincerely,

[Name]
[Title]