

Your Name
Your Organization
Your Town/State/Zip
Your Phone Number and Email

Date

Barn Owner Name
Barn Owner Address
Barn Owner Town/State/Zip

Dear Barn Owner,

We in the Town of XYZ have joined forces with Save Vermont Barns and the Preservation Trust of Vermont to locate our Town's historic barns and determine their condition.

We have completed the first step in the process, namely a roadside or "windshield" survey of the barns in town. Enclosed is a copy of the survey results and photo(s) for your barn.

The next step is to obtain information on the barns that can only be provided by barn owners and to follow that with permission from the owners to conduct more detailed surveys of the architecture and condition of the exterior and interior of the barns.

Enclosed is a copy of the Barn Owner's Information Sheet, which we ask you to complete and return to us at the above address. If you prefer, you can call _____ and give the information over the phone.

On the form, we also ask you to make an appointment for us to meet with you at your convenience and discuss your barn, the survey, and the project, and give us the privilege of seeing your barn up close. If you are unable to meet with us, we hope that you will give us permission to enter your premises to see the barn at closer range. As we continue with the assessment of the town's barns, we will keep you apprised of the results.

If you have any questions, please do not hesitate to call me at XXX.XXX.XXXX or email us at townname@savevermontbarns.org. You can learn more about the statewide effort of which this project is a part at www.SaveVermontBarns.org.

Yours truly,

Encl.
Barn Survey
Photo
Barn Owner's Information Sheet