PERMISSION REQUEST LETTER

Ask before you touch. Fill this in, sign it, keep a copy.

Send to the cemetery owner, town office, or the family. Most cemeteries require written permission before any cleaning or repair. Keep the signed copy with your project file.

DATE

TO (NAME AND TITLE)

ORGANIZATION / TOWN OFFICE

ADDRESS

THE REQUEST

CEMETERY NAME AND LOCATION

PROPOSED DATES OF WORK

WHAT WILL BE DONE

- ☐ Cleaning only
- ☐ Resetting
- ☐ Repair of breaks
- ☐ Probing for buried stones

METHODS AND PRODUCTS TO BE USED

Name the actual products. "D/2 Biological Solution, water, soft natural-bristle brushes" reassures an owner far more than "approved methods."

WHO IS DOING THE WORK

NAME

ORGANIZATION

PHONE

EMAIL

LIABILITY INSURANCE CARRIER

POLICY NUMBER

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PERMISSION REQUEST LETTER

RELEVANT EXPERIENCE OR TRAINING

[illegible] keep a copy.

PERMISSION GRANTED

SIGNATURE

PRINTED NAME

DATE

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