

Sample Letter Request for WTC Steel

Letterhead of your organization
(Name, Title
Address
Telephone number, Email)

Date

Mr. Christopher O. Ward
Executive Director
The Port Authority of New York & New Jersey
225 Park Avenue South
New York, NY 10003

Dear Mr. Ward:

Our organization is [identify as government, foundation, etc. (a 501 (c)(3) not for profit our IRS designation letter is enclosed)].

We are requesting an artifact that was salvaged from the World Trade Center after September 11th 2001.

Our organization is planning to [describe your plans and their goals]. The artifact would [describe how it would be used, public accessibility, and other pertinent facts]. If possible the piece would be [state dimensions, weight limitations].

If a piece is identified and released to us, we agree to handle all necessary preparation and transportation matters.

Sincerely,

Name
Title