

LETTER OF TRANSFER SAMPLE
Maryland Archaeological Conservation Laboratory
Jefferson Patterson Park and Museum
Maryland Historical Trust

{DATE}

Director
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032

Re: Transfer of Archaeological Collections

Dear Ms. Elizabeth Hughes:

This letter constitutes a Letter of Transfer for the archaeological collection from {PROJECT NAME}. This collection is to be transferred to the Maryland Archaeological Conservation Laboratory at Jefferson Patterson Park and Museum for permanent curation.

Sincerely,

{A LETTER OF TRANSFER IS TO BE SUBMITTED ON LETTERHEAD AND SIGNED BY APPROPRIATE AUTHORITY AT THE AGENCY TRANSFERING THE COLLECTION}