

 Date XXXX

Owner’s address xxxxx

Dear XXXX

My name is Tamsin McMillan, and I am a Volunteer Support Officer from the Gardens Trust. I am getting in touch with you regarding a local partnership project: *Nottinghamshire’s Garden Story* <https://thegardenstrust.org/volunteers-save-space-project-researching-nottinghamshire-parks-and-gardens/>*.* Working together, Nottinghamshire Gardens Trust and the national Gardens Trust are training volunteers new to garden history to research and record a number of parks, gardens and other types of designed landscapes in the county which are of historic interest.

Most of the research will be desk-based and in archives, however it is of huge value if volunteers are able to visit their sites, and take photographs of the garden or landscape features within it. Photographs will only be used for research purposes, unless special consent has been granted.

Your park/garden at …………has been identified as an important site which would benefit from research and we would like to request permission to access the landscape for this purpose. If you are happy to give permission, I will introduce you to the researcher/s. They will be keen to arrange suitable dates and times for a visit, as well as to check any issues with accessibility. You can get in touch via email: tamsinmcmillan@thegardenstrust.org, or by phone: 079321 43368. I look forward to receiving your response. I am more than willing to speak with you about the project, and answer any further questions you may have.

We hope the research will be useful to you and will be happy to share our discoveries.

Yours sincerely,

Tamsin McMillan

Lead Volunteer Support Officer

The Gardens Trust