

## **Addendum No 3. Sample Permission Request Letter addressed to the Department of Cultural Heritage under the Ministry of Culture**

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Department of Cultural Heritage

under the Ministry of Culture

(name of the appropriate district department)

Email:

### **LETTER OF REQUEST FOR PERMISSION TO LAY A STUMBLING STONE IN (NAME OF CITY OR LOCATION)**

(date)

(city)

I am writing to request permission from the Department of Cultural Heritage under the Ministry of Culture, Department of (name of Department), to commemorate the persons listed below, who lived in Lithuania before World War II and who fell victim to the Holocaust, by dedicating to them and laying (number) Stumbling Stones in the footway of city/town/village of (name).

(Please list the persons you wish to commemorate and include the precise addresses where the Stones are to be laid)

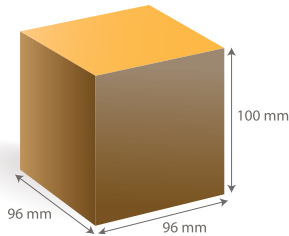
#### **The importance of commemoration**

The Stumbling Stones or Stolpersteine comprise the largest open-air memorial museum in the world, currently comprising 60,000 objects in over twenty countries. They are memorial plaques dedicated to the memory of victims of National Socialism and laid in footways or street pavements. The Stumbling Stones symbolically bring back persons who perished in concentration camps, were killed at places of massacre, or tortured to death in prisons or who otherwise suffered in the Holocaust, to areas of cities and towns where they lived, studied or worked. In this way they remind the living that those who were murdered en masse were not abstracts numbers but real people. They also tell the actual stories of these people, enabling us to remember the histories of our cities and towns through their one-time residents.

#### **Description of the Stumbling Stone**

The Stumbling Stone is 96 mm x 96 mm with a depth of 100mm, as indicated in the diagram below. The Stumbling Stones are usually laid in footways directly in front of the entrance to the building where a person lived,

studied or worked. A Stumbling Stone is a cube - its top part is a brass plaque, while the lower part, which is inserted into the ground, is made of concrete.



### The process of laying a Stumbling Stone

A pavement slab must be removed to prepare space for the installation of a Stumbling Stone. A Stumbling Stone is usually installed in the centre of a pavement tile, laying slabs the colour of the footway or pieces of the tile around it, using concrete and water for fixing.

#### **Addenda:**

Addendum No. : The letter of endorsement granted by the city/district municipality for laying the Stumbling Stones - (number) pages

Addendum No. : Descriptions of persons recommended for commemoration on the Stumbling Stones - (number) pages

Addendum No. : Inscriptions on the Stumbling Stones (the same as provided to the Stolpersteine Foundation in Lithuanian) - (number) pages

The Letter of Request for Permission to Lay a Stumbling Stone and Addenda - (number) pages in total.

(First name, Family name) ..... (signature) .....

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(Title of the represented institution, if required)