

July 1, 2023

Chris McCartt  
City Manager  
City of Kingsport  
415 Broad St  
Kingsport, TN 37664

Subject: Transfer of Ownership - Veterans Kiosk

Dear Chris,

Please consider this letter an official request to officially transfer the ownership of the Veterans Kiosk to the City of Kingsport. This transfer will serve to make the kiosk a valuable city asset and further enhance the city's commitment to honoring and supporting our veterans.

The Veterans Kiosk, which was completed under the diligent efforts of the Rotary Club of Kingsport, will serve as a symbol of gratitude and remembrance in our community. It has provided a centralized platform to share vital information, stories, and resources related to our veterans. The total cost of the kiosk is \$30,056, which includes a \$6,867 in-kind donation from the City of Kingsport to install the concrete pad and install power to the kiosk.

The Rotary Club of Kingsport would like to express its gratitude to the City of Kingsport for their unwavering support of this initiative. It is our sincere hope that this transfer of ownership will further strengthen our partnership and collaborative community efforts.

In order to formalize this transfer, we kindly request that the City of Kingsport acknowledges receipt of this letter and provides the Rotary Club of Kingsport with the necessary documentation required to complete the ownership transfer.

Yours in Rotary Service,

*Heather Cook*

**Heather Cook**  
President  
Rotary Club of Kingsport