

[LETTERHEAD]

[Date]

[Title] [FirstName] [LastName]

[Address1]

[City], [State] [Postal Code]

Dear [Title] [LastName],

Greetings. I'd like to ask for your help regarding a project we have begun at [InstitutionName]. The library is engaged in a project called [ProjectName] which [ProjectDescription].

One of the most important components of the digitization process is securing permission to use various materials online. In order to secure permission, however, we must be able to contact the creators of the documents that we hope to include in our digital archive. Locating those persons can be challenging. That is why we are asking for your help. Do you recall having [created the document described]? If so, please fill out the enclosed form and return it to us in the self-addressed, stamped envelope provided. We appreciate your time and any help that you can provide.

Sincerely,

[Name]

[PositionTitle]