

[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]. You may be aware that our Archives has developed an important and constantly growing collection of original research materials on [Topic]. We believe that these holdings are local resources with a truly national significance. We also believe that our library has the opportunity to deliver this rich content to many more historians, teachers, and learners by making some of our key collections available on the Internet.

[InstitutionName] is engaged in a project called [ProjectName], which will [ProjectDescription].

[InstitutionName] would like permission to use your collection in the digital archive. Allowing us to reach users in this way does not represent a relinquishing of your intellectual property rights to the collection. This is just a single purpose request, and individuals who may wish to publish or somehow profit from use of the materials would be bound by law to secure your permission. Each item in the digital archive will carry a copyright statement to this effect.

I have enclosed a permission form, and would appreciate your signing and returning it in the stamped, self-addressed envelope provided. If you have any questions or issues to discuss before doing so, or if you would just like to know more about the project, please don't hesitate to contact me.

Best wishes, and thank you for your continued support of our work at [InstitutionName].

Sincerely,

[Name]
[PositionTitle]