

Participation Request for Historical Records Project

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to invite you to participate in our upcoming Historical Records Project. Our objective is to preserve and document important historical events and personal narratives that shape our community.

Your involvement would greatly enrich the project, as we believe your insights and experiences can provide valuable contributions. We are looking to gather records such as photographs, letters, and oral histories.

We would be honored to have you join us for our initial meeting on [Insert Date] at [Insert Location/Online Platform]. If you are interested, please confirm your participation by [RSVP Date].

Thank you for considering this opportunity to contribute to preserving our history.

Sincerely,

[Your Name]

[Your Title/Organization]