

Letter of Demand for Consultation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Archive Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request access to archival materials related to [specific topic or subject matter] that I believe are housed at [Archive Institution Name].

As a [your position or title, e.g., researcher, historian, student], I am conducting research that requires the consultation of these materials. I believe they will provide valuable insights into [briefly outline the purpose of your research].

I kindly request a consultation appointment at your earliest convenience to discuss the materials available and any relevant procedures to access them. Please let me know if there are specific times when I could meet with you or another staff member to facilitate this inquiry.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]