

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the usage of references in our ongoing project/publication. Specifically, I would like to understand the approach we are taking regarding older references that may still hold relevance to our work.

Could you provide clarity on the criteria we should use to determine the appropriateness of citing these older references? Additionally, I would appreciate any guidelines on how to integrate them effectively with our current sources.

Thank you for your time and assistance. I look forward to your guidance on this matter.

Sincerely,

[Your Name]

[Your Position]