

# Letter of Submission for Historical Record Access

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to historical records pertaining to [specific topic or individual], which are maintained by your esteemed institution. I am conducting research for [briefly explain the purpose, e.g., a historical study, thesis, etc.], and these records are crucial for my work.

Specifically, I am interested in the records dated from [start date] to [end date], and the following types of documents: [list specific documents or types of records, if applicable].

Should there be any forms, fees, or procedures necessary to facilitate this request, please inform me at your earliest convenience. I am more than willing to comply with any requirements for accessing the records.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]