

Appeal for Access to Family History Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Organization/Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to family history records pertaining to [specific family member or lineage] that are held by your organization. As an individual passionate about genealogy, obtaining these records is crucial for my research.

[Provide a brief explanation of the importance of these records to your family history research, including any specific details or timeframes that may assist in locating the records.]

Understanding that privacy and data protection are important, I assure you that my intention is to use this information solely for personal research purposes and to preserve our family's history.

I respectfully ask you to consider my request and grant access to any available records. If there are any forms or additional information needed to process this appeal, please let me know, and I will be happy to comply.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]