

# Genealogical Information Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about genealogical information related to my family history. I am particularly interested in [specific details about the information you are seeking, e.g., birth records, marriage certificates, census data, etc.].

My ancestors, [Name(s) of Ancestors], lived in [Location] during [Time Period]. Any assistance you can provide in retrieving this information would be greatly appreciated.

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

Sincerely,

[Your Name]