

Request for Genealogical Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request access to genealogical records related to my family history research. I am particularly interested in records pertaining to [specific individual or family, if known], including birth, marriage, death, and census records.

My connection to this individual/family is as follows: [Brief explanation of your relationship]. I am eager to expand my understanding of my heritage and believe that your records will greatly assist in my research.

If there are any forms, fees, or procedures to obtain these records, please let me know, and I will comply promptly. I appreciate your time and assistance in this matter.

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

Sincerely,

[Your Name]