

Request for Access to Genealogy Archive

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Archive Administrator's Name]

[Archive Institution's Name]

[Institution Address]

[City, State, Zip Code]

Dear [Archive Administrator's Name],

I am writing to formally request access to the genealogy archives held at [Institution's Name]. As a dedicated researcher interested in [specific genealogical interests or family history], I believe that the resources available in your collection will be invaluable to my research.

My research objectives include [briefly outline your research objectives], and I am particularly interested in [specific documents, records, or time periods]. Access to your archives will greatly enhance my understanding and provide essential information for my genealogical studies.

I am happy to comply with any necessary procedures to facilitate this request, including filling out forms, providing identification, or following specific protocols. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Name]