

Request for Ancestral Research

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request assistance in my ancestral research related to my family history. I am particularly interested in information regarding [specific family members or generations], and any resources or records that might be available.

Through this research, I aim to [explain your purpose, e.g., learn more about my heritage, compile a family tree, etc.]. I believe that the resources held by your organization may greatly aid in this pursuit.

If you require any additional information or have any forms that need to be completed, please let me know. I appreciate your time and assistance in this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]