

## Sample Letter to a Family Member

<Date>

Dear <insert your relative's name>,

<Start your letter with your relationship to the person you are writing to, for example: I'm your brother Joe's granddaughter. Then add news about some family event or happening.>

As you have probably heard, I am gathering information about our family history. I am currently working on <insert the name of an ancestor or the name of a family>, I wonder if you could give me any information about <insert the name of him, her, them>. What I am looking for in particular is <insert a short list of information that you need, such as the names or birth dates of specific people. You might request a copy of a Bible records or a photograph.>.

I really appreciate your help in this family history research. I would be happy to share with you any information that I have found.

I realize that you are busy so I am enclosing a stamped, self-addressed envelope for your reply.

Warmest regards,

<Your signature>

<Your email address>

<Your return address>