

Sample Letter Requesting Information from an Institution

Keep it short and to the point!

<Date>

<Your Name>

<Your Street Address>

<Your City, State, and Zip Code>

<Name of Institution>

<Street Address of Institution>

<City, State, and Zip Code>

Dear<Librarian, Archivist, County Clerk, County Recorder, or any other designation>,

Please send me the **MARRIAGE** record for my grandparents:

John Doe and Jane Smith.

They were married on April 26, 1895 in Windsor Twp. County, State.

[Choose one of the options below or write your own.]

Option 1: Please advise me of the cost. I will send a check or provide you with credit card information, whichever you prefer.

Option 2: I have enclosed a check for <enter amount> for the copies. Please let me know if this is a sufficient amount.

Enclosed is a self-addressed, stamped envelope for your reply.

Thank you very much for your attention to this request.

Sincerely,

<Your signature>

<Your email address>