

## Sample Request Letter to Institution

Date

*Your Street Address*  
*Your City, State and Zip Code*

*Name of Institution*  
*Street Address of Institution*  
*City, State and Zip Code*

Dear Sir or Madam:

I am currently researching my family and need a copy of a **record type** for **full name of person**, my **your relationship to this person**. The **name of event, birth/death** took place on **date** in **town, county, state**. This individual's parents' names were **parents' names**.

I have enclosed a check for the copying fee and a self-addressed, stamped envelope. Thank you for your attention to my request.

Sincerely,