Dear «Title» «LastName»,

Greetings. I’d like to ask for your help regarding a project we have begun at the University of Southern Mississippi. The library is engaged in a project called the Civil Rights in Mississippi Digital Archive, which brings together oral histories, photographs, and historical manuscripts into a single, searchable database accessible by a worldwide audience (see http://www.lib.usm.edu/~spcol/crda/).

One of the most important components of the digitization process is securing permissions to use various materials online. In order to secure permission, however, we must be able to contact the creators of letters, photographs, and other documents. Locating those persons who were involved in the civil rights movement can be challenging at times. That is why we are asking for your help. Do you recall having [created the document described]? If so, please fill out the enclosed form and return it to us in the self-addressed, stamped envelope provided. We appreciate your time and any help that you can provide.

Sincerely,

Peggy M. Price
Head, Special Collections