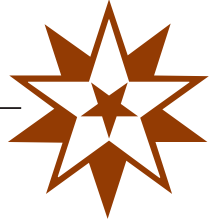


Sample Proclamation Request Letter

Tristar Historical Records Center

ADDRESS, CITY, STATE



Month, Day, Year

Government Official's First and Last Name

Address

City, State ZIP

Dear Mr./Ms. Last Name:

I am writing on behalf of [Your Repository or Organization] to ask you to join your colleagues from across the country in declaring October to be American [or your city or state] Archives Month.

American Archives Month is a collaborative effort by professional organizations and repositories around the nation to highlight the importance of records of enduring value.

In the course of daily life, individuals, organizations, and governments create and keep information about their activities. Archivists are professionals who assess, collect, organize, preserve, maintain control of, and provide access to the portions of this information that have lasting value.

[Paragraph citing your repository and its holdings as an example of the importance of the record.]

American Archives Month is a time to focus on the importance of records of enduring value and to enhance public recognition for the people and programs that are responsible for maintaining our communities' vital historical records. We hope that you will be willing to declare October as American [or your city or state] Archives Month. It will mean a great deal to the archivists in [city or state]!

Sincerely,

Your Name

Your Title

Your Repository/Organization

cc: First and Last Name, Chief of Staff
First and Last Name, Press Secretary