

[Your Name and Address]

[Date]

[Contact Name and Address]

Dear [Your Relative's Name],

I'm gathering information about our family history, and I recently discovered we are related <explain the relationship further or omit this part if you know the relative>. I am currently working on the <surname> branch of the family and wonder if you could help me. In particular, I am looking for <short list of information that you need, such as names or birth dates of specific people>.

I appreciate you taking the time to pass along any information you may have. I would also love to see copies of any photographs you may have of this branch of the family. If you would like, I would be happy to send you the information I have collected thus far about our family.

Best regards,

<Your Name>