

Dear [name of person or facility],

My name is [Name], and I am a student at the University of Nebraska-Lincoln. I am part of the History Harvest, which is an innovative project that brings together computer science and history students in order to produce a digital history of Nebraska generated by and for the people of Nebraska.

On Saturday, March 15, 2014 from 10 a.m. to 3 p.m., we will be hosting our third History Harvest at the Nebraska History Museum in downtown Lincoln at the corner of 15th and P Streets. Anyone is welcome to bring their historical items to add to the collection. The materials we are looking for include, but are not limited to, diaries, photographs, letters, maps, images, war memorabilia, and other family/cultural heirlooms. During the event, we will digitally document the items and make them available on our website for the public to access. We will not keep any of the objects, but will merely digitize them and then return them.

I am contacting you to inquire about putting up a poster in your [church, building/organization, etc.], and to possibly speak to members/people at your place about our event. We would love for the Lincoln community to come to the History Harvest event and share their personal stories and items.

If this is possible, a small group of History Harvest students (approximately 1-3 students) would come visit within the next two weeks, as the event is on Saturday, March 15.

You may reach me at [email] or [phone number] to discuss the possibility of speaking to [residents, members, etc.]

If you have any questions about the History Harvest please contact me or [professor/instructor], at [email of professor].

Thank you for your time and consideration,

[Name/Signature]