

# Letterhead

January 17, 2005

XYZ County Historical Commission  
P.O. Box 1  
XYZ, Texas 77123

Dear XYZ County Historical Commission,

The Junior Historians of XYZ High School are interested in becoming more involved in our community and request your advice and assistance in planning our efforts. Our chapter is part of the Junior Historians of Texas sponsored by the Texas State Historical Association. The goal of our organization is to promote the research and sharing of history, primarily in our local community. To achieve this goal we wish to work more closely with other groups in our community who are also committed to the discovery of local history and sharing it with others.

Thus, we would appreciate receiving information about whom we should contact and what opportunities are available in which we can assist. Junior Historians have in the past served as guides and museum aides, worked at sales and information counters, assisted with clean-ups, catalogued artifacts, and assisted with large mailings of information, newsletters, and other needs. Some chapters have even been involved in fundraising efforts for special preservation projects. Whatever the task, we would be happy to discuss it with you.

We can be contacted by mail at XYZ High School, ATTN: Ms. Jones, P.O. Box 2, XYZ, Texas 77123; by phone at (123) 456-7891; or by email at [sqjones@xyz.edu](mailto:sqjones@xyz.edu) . Thank you for your time.

Respectfully,

Suzie Q. Jones  
Junior Historian Sponsor