

INSTITUTIONAL LETTERS

Model 1: To a Parish or Diocese (Ecclesiastical)

Ideal for requesting baptism, marriage, or death certificates prior to the creation of the Civil Registry.

Subject: Request for baptismal certificate - Genealogical purposes - [SURNAME] Family

Dear Parish Priest / Head of the Parish Archive:

My name is [YOUR NAME] and I am writing to you from [YOUR CITY, COUNTRY]. I am conducting historical-genealogical research on my ancestors, who were natives of your parish, in order to reconstruct our family memory.

I would like to request, if your time permits, a search for the **Baptismal Certificate** of my ancestor:

- **Name:** [NAME AND SURNAME]
- **Son/Daughter of:** [FATHER'S NAME] and [MOTHER'S NAME]
- **Approximate date:** [YEAR OR RANGE OF YEARS]

I understand that these searches require time. I am at your full disposal to cover any costs for searching, copying, or shipping as required by your parish rules.

Thank you in advance for your attention and your invaluable work in preserving these documents.

Sincerely,

[YOUR FULL NAME]
[YOUR E-MAIL]

Model 2: To the Civil Registry or State Archive

Ideal for birth certificates, censuses, or military records.

Subject: Request for birth certificate / Historical information

To the attention of the Director of the Archive / Civil Registry:

I am writing to you for the purpose of requesting documentary information for exclusively genealogical and cultural purposes.

I am currently researching the history of the [SURNAME] family, former residents of that locality.

I kindly request a copy or transcription of the [BIRTH/MARRIAGE] certificate of:

- **Full Name:** [NAME]
- **Date of event:** [EXACT OR APPROXIMATE DATE]

In the event that it is not possible to locate the exact certificate, I would appreciate any guidance on other documentary collections (censuses, draft lists) where this family might appear.

I look forward to your instructions regarding the corresponding administrative fees to proceed with payment.

Cordially,

[YOUR FULL NAME]

[YOUR E-MAIL]

Model 3: To Museums, Libraries, or History Societies

To request old photos, local books, or contextual data.

Subject: Inquiry regarding local history and the [SURNAME] family ([XX/XIX] Century)

Dear colleagues at [NAME OF THE INSTITUTION]:

I am writing to you with great admiration for your work in preserving the history of [CITY/TOWN]. I am conducting research on the Pozzo Ardizzi family, who resided in the area around the year [YEAR].

I would like to inquire if your documentary or photographic collection contains any records, mentions in old newspapers, or images related to this surname or the commercial activities they developed (transport/trade).

Any clue, however small, will be of great value to complete our family history.

Thank you very much for your time and help.

[YOUR FULL NAME]

[YOUR E-MAIL]