Dear 

Thank you for agreeing to take part in our Lottery Funded Project and sharing your reminiscences. We are writing to you to ask if we can make an appointment on ........................................ for ........................................ to come and talk to you about your memories of the local area for the From RFC airfield to suburb – a century of change Project. Specifically, we would like to talk to you about your memories of .............................................................. This should take only an hour or two of your time.

We would like to make a recording of the interview for our archive and will send you a copy of the recording after the interview so that you can check that you are happy with it, and for you to keep. After we are sure that you are happy with the recording, it will be added to our Archive Project collection, which will be held by the Landscape Heritage Research Foundation. Copies of the archive may also be given (in whole or part) to other appropriate archives after the project has ended (in October 2020). We will do our best to let you know where additional copies of your contribution will be kept, although this may not always be possible.

We really appreciate the time you will take to speak to us, and the valuable contribution that you are making to the Project. If you have any questions about the project, or your contributions to it, please don’t hesitate to get in touch.

Please phone 0114 272 4227 to confirm that the time and day is suitable for you or to make an alternative arrangement.

Yours sincerely

Christine Handley

Project Officer on behalf of LHRF