

LOGO HERE

Dear XXX,

I am a member of **YOUR ORGANIZATION**, a group of local archivists who are putting together the **YOUR EVENT**, a FREE event designed to bring the **YOUR LOCATION** community together to have fun and learn about archives, archivists, and all the great resources available to them in the **YOUR LOCATION** area. The heart of the event will be tables and booths featuring 20+ **YOUR LOCATION** archives showing off their amazing collections and services in one big room. We are also presenting other programming including talks by local people who use **YOUR LOCATION** archives for their creative and/or commercial endeavors. We want attendees to see that archives are used by a variety of people for a myriad of reasons and are accessible to everyone.

I am reaching out to you because your **BOOK, FILM, WEBSITE, APP** was in part created using local archives and we would like to invite you to talk about your experiences as part of this year's Bazaar. The talks will be 10 to 15 minutes in length and focus on how you used archives for your project.

**YOUR EVENT** will be held on **TIME AND LOCATION**. You can find out more about the **YOUR LOCATION** on our web site: **WEBSITE LOCATION**

If you are interested in participating in the **YOUR EVENT** or have additional questions before committing I would be happy to discuss the event in further detail. We'd appreciate a response by mid-August. You can contact me, **YOUR CONTACT INFORMATION**.

Best,