

***Sample approach email that can be adapted to suit your needs***

June 15, 2---

Dear Mr. Ed Fulbright,

My name is Stacy Torian, and I collect oral histories of Durham citizens on a volunteer basis for the Museum of Durham History (MODH). I have listened to the Mastering Your Money radio program for quite some time now and greatly value the advice it offers. Would you be willing to sit down with one of our oral history interviewers and share your experiences as a Durham business owner and radio program host (e.g., how you got into finance, what it has been like doing business in Durham over the years, how your radio program got started, etc.)? The museum is located in downtown Durham at 500 West Main Street, and it is open Tuesday thru Saturday from 10 am to 5 pm. I work Monday through Friday, so I usually do interviews at the museum on Saturdays, but I have some flexibility in my schedule.

Please let me know if this is something you would like to do and, if so, when you are available during the month of July. I have attached the interviewee agreement for your review.

I look forward to hearing from you.

Sincerely,

Stacy Torian  
Museum of Durham History volunteer