

Sample Letters: Setting Up Your Interview

Below you'll find some examples of letters for correspondence with your veteran. If you are sending an email, text, or handwritten note and don't know what to say, feel free to use what we've provided below, and tweak as needed!

Asking to interview a veteran...

Dear _____,

I hope this note finds you well. My name is _____ and I'd love to interview you about your days as a soldier in World War II and your perspective on General Eisenhower for a project I am doing that is part of the Eisenhower Presidential Library called the Ike's Soldiers Project.

The Ike's Soldiers Project is an initiative to collect and keep stories from the heroes of World War II. We recognize the sacrifice you made to protect our country & we'd like to honor that by video recording our conversation and keeping it as part of the Library Collection & Video Database.

If you agree to be part of this project, you'll receive a copy of the interview for you and your family to keep. In addition, you have the option to donate any original photographs, letters, journals, etc..

It would be an honor to hear and capture your story for this project.

If you like to move forward or have any questions, you can reach me at (YOUR CONTACT INFORMATION) .

Thank you for your time, I look forward to hearing from you soon,
(YOUR NAME)

Reminder & Information for interview...

Dear _____,

This is a reminder that our interview is scheduled for (TIME) (DATE) (LOCATION). Please be sure to bring any old photographs, or memorabilia you may have, and wear something comfortable.

I look forward to seeing you! Let me know if you have any other questions,
(YOUR NAME & CONTACT INFORMATION)

Sample Letter: Thank you

Dear _____,

Thank you again for taking the time to share your story with me! I have submitted the interview to the Eisenhower Museum. The foundation will send you a letter once everything has been processed and made available to view.

It was a pleasure meeting you and spending time with you,

(YOUR NAME & CONTACT INFORMATION)