

# Cover Letter

Date (month/day/year): \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Dear Veterans History Project Staff:**

Enclosed, please find a total of \_\_\_\_\_ Veterans History Project collections for the following veterans.

Veteran's Name	Materials Enclosed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I have reviewed the following checklist to ensure that each of my collections meets VHP's minimum requirements.**

## Submission Checklist

- Original, unedited interview/materials
- Audio and Video Recording Log (p.11)
- Veteran's Release Form (p.9)
- Materials meet minimum quantities (p.3)
- Recordings last at least 30 minutes each
- Photograph Log (p.14)
- Interviewer's Release Form (p.10)
- Biographical Data Form (p.7)
- One recording per media format (CD, DVD etc.)
- Manuscript Data Sheet (p.15)

Signed, \_\_\_\_\_