

Sample confirmation letter for DOVE oral histories

Date

Interviewee/Storyteller

Address

Dear _____

This letter confirms your interview for the DOVE (Desegregation of Virginia Education) Oral History Project. It is scheduled on [date] _____ at [time] _____ at [place] _____.

During the interview, we will cover topics relating to your involvement with school desegregation and any recollections you have from that time. An Intake Form, which will provide background information for our oral history files, is attached. Please complete it prior to the interview, and bring it with you.

At the interview, you will be asked to sign our standard Release Form giving all rights to the interview to the DOVE Organization. The Old Dominion University Libraries will preserve the recordings and any transcripts created from them and make them available to researchers online in the DOVE Collection of oral histories. The Release Form is attached for your review before our appointment.

Thank you for agreeing to be part of the DOVE Oral Histories Project. We look forward to talking with you. Please contact _____ if you have questions before the interview.

Sincerely,

[Interviewer/Facilitator or Designee]

Attachments: Intake Form, Release Form