Hello \_\_\_\_\_,

It was a pleasure talking with you this afternoon. I’m excited to begin the adventure of recording your memories of your life and stories.

As we discussed, you will be giving your children, grandchildren and their children a priceless gift. They will treasure your memories and feel closer to you because of this wonderful gift you have given to them.

As you know we will be doing several audio recording sessions.

Our first step is to help you prepare for the recording sessions.

Here are the details of our first meeting:

Day:

Date:

Time:

Place: (address).

What we will do:

1. Make sure we can talk without interruption for at least one hour.
2. Review the recording process. I will explain how you and I will record your life stories.
3. Discuss ways to help you remember people, places and events.
4. Review a list of questions to prompt your memory.
5. Schedule a few follow up calls during your preparation period.
6. Schedule a date and time for our first recording session.

I am always available should you have any questions I can help with.

I am looking forward to seeing you on \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_.

Sincerely,

Your name

Your contact details (phone, fax)