## **CORRESPONDENCE LOG**

For keeping track of research requests and people you contact

Name of person or family group	
Name of person or family group	
Name of person or family group	
Name of person of family group	Name of person or family group
	Name of person of family group

If you need more space, attach additional sheets						
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Date sent	Name of organisation	Contact details	Purpose	Date received	Results
	or person contacted	Email, postal address, phone	Information or record requested	received	