….., 2013

Dear …,

It was a pleasure to speak with you on the phone on this afternoon. This letter confirms your oral history interview for the University of Minnesota Academic Health Center Oral History Project. It is scheduled at …. at …. on …, 2013.

During the interview, we will cover the following topics:
-- Your educational background
-- Your experiences as
-- Your final thoughts on the history of the School of X and of the AHC

Before the interview, I will ask you to sign a donor form giving it to the University of Minnesota Archives. The interview will be fully transcribed and, after you have reviewed the transcript, both tape and transcript will be turned over to them.

Thank you for agreeing to be part of this project. I look forward to meeting you. Please don’t hesitate to contact me with any questions you may have.

Yours sincerely,

Dominique A Tobbell, PhD
Oral Historian, Academic Health Center History Project
Assistant Professor, Program in the History of Medicine