To Whom It May Concern:

The South Asia Materials Project (SAMP) and [the chosen repository] have selected your website for inclusion in the [collection name] Web Archive, which is part of a larger collection of historically and culturally significant websites that have been designated for preservation. The following URL has been selected: [URL].

The South Asia Materials Project (SAMP) and [the chosen repository] will engage in the collection of content from your website at regular intervals over time. In order to properly archive the above URL, we may archive other portions of the website and public content that your page links to on third party sites such as social media platforms. In addition to the aforementioned collection, archived content from your website may be added to other relevant collections in the future. This content will be available to researchers at [chosen location].

The South Asia Materials Project (SAMP) and [the chosen repository] hopes that you share its vision of preserving digital content and making it available to current and future generations of researchers. As the internet has become an increasingly important and influential part of our lives, we believe the historical record would be incomplete if websites like yours are not preserved and made a part of it. We encourage you to learn more about the South Asia Materials Project (SAMP) and [the chosen repository]. If you have any questions, comments, or recommendations concerning the archiving of your website, please email [chosen representative].

Thank you.

South Asia Materials Project (SAMP) and [the chosen repository] representative