

FINDING HER

Family Invitation Letter Template
Her Place Women's Museum Australia
herplacemuseum.com · findingher.org.au

Note to sender – remove this box, footer, header and heading before sending

This template is for use by councils, developers or other organisations that hold family contact details but cannot share them directly with Her Place due to privacy obligations. Before sending, replace all **[bracketed fields]** with the correct details. Delete this instruction box from the final letter.

[Date]

Dear **[Family Member Name]**,

Re: Invitation to include [Honouree's Name] in the Finding Her Project

My name is **[Contact Name]**, and I am writing to you on behalf of **[Council, Business or Organisation Name]**, in collaboration with Her Place Women's Museum. We are reaching out to request your permission to share the story of **[Honouree's Name]**, who is honoured through **[name and description of site, e.g. the mural at X address / the park named in her honour at X]**, as part of Finding Her – Australia's first state-wide digital map celebrating significant Victorian women and gender-diverse people.

Finding Her connects physical sites of recognition – roads, parks, murals, sculptures, monuments and more – to the stories of the women and gender-diverse people they honour. Visitors at each site can scan a QR code to access a short biography, photographs and related resources, bringing these remarkable stories to life in the places where they belong.

About the project

Finding Her is led by Her Place Women's Museum and is supported through Victorian Government funding. The project launched in March 2023 in partnership with Gender Equity Victoria. The map currently features over 100 women's stories across Victoria and continues to grow in 2026 with new stories and locations. You can explore the map at:

findingher.org.au

[Council or Organisation Name] and Her Place Women's Museum have identified **[Site Name]** and the story of **[Honouree's Name]** as an important and meaningful inclusion for Finding Her. We would be honoured to help share her story with the many Victorians who visit this site.

We are seeking your permission to add a QR code at **[Site Name]** linking to a short biographical story of **[Honouree's Name]**. The QR code will be placed thoughtfully – in consultation with **[Artist / Family Name, if applicable, and Council name]** – to enhance visitor engagement without detracting from the site itself.

The biography will be developed in consultation with you and will include:

- ◆ A written biography that you are invited to review before publication
- ◆ A photograph/s of your choosing, with full photographer credit

- ◆ Links to relevant articles, resources or further reading
 - ◆ A QR code placed at the site linking visitors directly to the story (pending site owner permission)
- We are committed to portraying **[Honouree's Name]**'s story with the care, accuracy and respect it deserves.

We warmly invite you to approve **[Honouree's Name]**'s inclusion in the Finding Her project (a digital map and exhibition space). If you have any questions or concerns or would like to learn more about the project before deciding, please do not hesitate to contact us. We are happy to connect via email, phone, or an in-person or online meeting at a time that suits you.

With your consent, we will provide your contact details to Her Place Women’s Museum for further support and follow-up.

We hope you will feel proud to see **[Honouree's Name]**'s story shared with the many people who visit **[Site Name]** and beyond.

Warm regards,

[Your Name & Signature]

Sent by	
Name	[Council Contact Name]
Title / Department	[Title / Department]
Organisation	[Council / Organisation Name]
Email	[Email address]
Phone	[Phone number]

On behalf of	
Name	[Her Place Contact Name]
Position	[Position]
Organisation	Her Place Women's Museum Australia
Email	[Email address]
Phone	[Phone number]

Finding Her is a state-wide digital map celebrating significant Victorian women and gender-diverse people. Led by Her Place Women’s Museum Australia, with support from the Victorian Government. findingher.org.au · herplacemuseum.org.au