

DRAFT

Date

*addressee*

Re: U.S. Federal Bureau of Investigation Records Relating to the Investigation of the  
Assassination of President John F. Kennedy

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Dear *addressee*:

The Assassination Records Review Board, which is an independent agency of the United States government, is honored to present to your government a request on behalf of the people of the United States of America.

The assassination of President John F. Kennedy was one of the great tragedies for the American people in this century. Since the time of his assassination, a majority of the American people have believed that all relevant information has not become publicly known. In order to respond to this concern, the United States Congress passed legislation, that was signed into law by President Bush, that created the Assassination Records Review Board. This law is known as the *President John F. Kennedy Assassination Records Collection Act of 1992*, 44 U.S.C. § 2107 (Supp. V 1994). The five members of the Assassination Records Review Board are citizens of high standing who were appointed by President Clinton and confirmed by the United States Senate.

The principal mission of the Review Board is to transfer records in government files to the National Archives so that they can be examined by historians, scholars, and researchers. As a part of its mission, the Review Board has been working with U.S. government agencies during the past three years -- including the FBI -- to declassify records to the greatest extent possible. The FBI has notified us that some information in its files on the assassination originated with your government. FBI officials have copies of these records that they will make available for your examination.

The Review Board respectfully requests that your government take all reasonable steps to help make the information in these records available to the National Archives. Accordingly, we request that your government consent to the release of its information in these records to the greatest extent possible.

*Addressee*

*Date*

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Thank you for your time and attention to these records. If you would find it helpful, someone from our agency would be pleased to meet with a representative of your government to discuss these issues further.

Sincerely,

T. Jeremy Gunn  
Executive Director

Enclosures

bcc: Ms. Carol L. Keeley  
Mr. John Collingwood

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