

Dear []:

The purpose of this letter is to introduce you to the work of the Assassination Records Review Board.

Established by the President John F. Kennedy Records Collection Act of 1992 ("the Act"), the Review Board is charged with identifying, locating, securing, and making available all records relating to the assassination of President Kennedy. I am enclosing a copy of the Act along with some explanatory material.

[for Conzelman and Waitriss]:

We understand that you were a member of the staff of the House Select Committee on Assassinations (HSCA) and had among your duties the responsibility for the Firearm Examination Panel. We have a number of questions relating to the work of the panel and would very much appreciate the opportunity of speaking with you.

[for Champagne, Bates, Lutz, and Newquist]:

We understand that you served on the Firearm Examination Panel for the HSCA. We have some questions relating to the work of the Panel and would very much appreciate the opportunity of speaking with you.

A member of my staff will call you sometime in the next two weeks to discuss this matter in more detail. In the meantime, if you have any questions, please feel free to call me at 202-724-0088, ext. 232.

Sincerely,