Dear Mr. X:

In 1992, Congress enacted the JFK Records Collection Act for the purpose of gathering in the National Archives all records relating to the assassination of President Kennedy. (I am enclosing a copy of the statute.)

The statute created an Assassination Records Review Board to oversee the records collection process, to review records collected by federal agencies, and to identify additional records that relate to the assassination of the President.

Because of your role as a historian with the _____, our staff would very much like to discuss with you the types of records that your [agency] generated in the 1960s and the location of those records today.

Either I or Jeremy Gunn of my staff will be in touch with you in the near future to set up a time that will be mutually convenient for discussing such records. I look forward to making your acquaintance.

Sincerely yours,

David G. Marwell Executive Director cc: Jeremy Gunn