

Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

May 5, 1995

name

address

RE: Crystal City Marriot check-in procedure

Dear:

Some questions have been raised regarding your hotel arrangements during your stay in Washington, DC for the Experts Conference, so I thought I would take this opportunity to provide you with additional information.

You do not need to show government identification upon arrival to the hotel. However, in the event you are asked to display such identification, your travel authorization, sent with your plane ticket, will serve as proper government ID.

The room reservation, including taxes, will be billed directly to us. You are responsible for incidentals. If you are asked to provide a credit card number, it is to cover the cost of any extra charges to the room during your stay.

If you have any problems or questions when checking in, please ask for Keith Scott, Front Desk Manager. He is aware of how your reservation is to be handled.

I hope this clarifies any questions you may have, and I look forward to seeing you soon.

Sincerely,

*T. Jeremy Gunn, Esq.
Chief, Analysis and Review*

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