

August 19, 1996

Mr. Floyd Boring  
15101 Interlachen Drive, #117  
Silver Spring, MD 20906

Dear Mr. Boring:

I am writing to confirm our recent conversation regarding the scheduling of our meeting to discuss Secret Service records. We look forward to seeing you at your residence in Leisure World at 10 AM on Tuesday, August 27, 1996.

I would like to thank you for your cooperation in scheduling this meeting. If you have any records or material reasonably related to the Kennedy assassination or the White House Detail, please make them available during the interview. This might include any briefing materials prepared by you or for you before you testified at any official hearings investigating the Kennedy assassination, personal diaries or notes, or internal Secret Service memos or instructions in the 1963-1964 period. Our focus is on the collection of all materials that can help us understand the circumstances surrounding the assassination and the investigations that followed. Do not hesitate to contact me or our Executive Director, David G. Marwell, if you have any questions or if you develop a need to reschedule the date of our meeting.

Sincerely yours,

Joan Zimmerman  
Senior Analyst