

Draft RSVP language

Thank you for your response.

If you live farther than 50 miles from your selected location, your transportation and lodging will be arranged at no cost to you. If you choose to drive to the location, mileage can be reimbursed. As the briefing will be held in a federal building, we are also requesting some detailed information. Please complete and return the attached 'RSVP Questionnaire' so we can better assist you.

Respectfully,
FBI Victim Services Division

Draft reminder language to be sent one day before the briefing.

Dear XX,

Thank you for your interest in the briefing tomorrow. Please be sure to bring your government issued identification. Cell phones will not be allowed in the briefing space, so we will provide a storage area at check-in.

Date: October 15, 2019

Time: 10:00 AM

Location: 2030 SW 145th Avenue, Miramar, FL 33027

Date: October 23, 2019

Time: 10:00 AM

Location: 290 Broadway, New York, NY 10007

Parking:

Respectfully,
FBI Victim Services Division
