Dear [Name]:

We appreciate your willingness to cooperate with the Committee as we undertake our bipartisan investigation of Russian attempts to influence the 2016 presidential election. The Committee asks that you make yourself available for a closed interview with designated Committee staff to be scheduled for a mutually agreeable time. However, in advance of that interview, we ask that you submit the following items to the Committee.

Please provide to the Committee the following information no later than Tuesday, May 9, 2017.

1. A list of all meetings between you and any Russian official or representative of Russian business interests which took place between June 16, 2015, and January 20, 2017. For each meeting listed, please include the date, location, all individuals present, and complete copies of any notes taken by you or on your behalf.

Please provide to the Committee the following information no later than Friday, May 19, 2017.

2. A list of all meetings of which you are aware between any individual affiliated with the Trump campaign and any Russian official or representative of Russian business interests which took place between June 16, 2015, and January 20, 2017. For each meeting listed please include the date, location, and all individuals present.
COMMITTEE SENSITIVE

3. All communications records, including electronic communications records such as e-mail or text messages, written correspondence, and phone records, of communications which took place between June 16, 2015, and January 20, 2017, to which you and any Russian official or representative of Russian business interests was a party.

4. All communications records, including electronic communications records such as e-mail or text message, written correspondence, and phone records, of communications related in any way to Russia, conducted between you and members and advisors of the Trump campaign.

5. All information regarding your financial and real estate holdings related to Russia between June 16, 2015, and January 20, 2017, including those financial securities or real estate holdings which you sold or from which you divested in that time period.

We thank you for your cooperation and appreciate your prompt attention to this matter. If you have any questions, please contact Chris Joyner, Majority Staff Director, or Mike Casey, Minority Staff Director, at _____________.

Sincerely,

Richard Burr
Chairman

Mark R. Warner
Vice Chairman