

Subject: Facilitator Briefing for [Exercise Name] Tabletop Exercise

Dear [Facilitator's Name],

Thank you for taking on the facilitator role for our upcoming [Exercise Name] Tabletop Exercise. Your expertise and guidance will play a crucial role in ensuring a successful and productive exercise.

To ensure you are well-prepared for your facilitation responsibilities, please review the attached briefing.

We appreciate your commitment to facilitating this tabletop exercise. Your role is integral to the success of the event, and we are confident that your guidance will contribute significantly to our preparedness efforts. Should you have any questions or require additional information, please do not hesitate to reach out.

Thank you once again for your dedication to the safety and preparedness of our organization.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]