

Subject: Evaluator Briefing for [Exercise Name] Tabletop Exercise

Dear [Evaluator's Name],

Thank you for taking on the important role of an evaluator for our upcoming [Exercise Name] Tabletop Exercise. Your insights and assessments will be invaluable in providing a comprehensive review of our preparedness efforts. To ensure you are well-prepared for your evaluation responsibilities, please find attached the Exercise Evaluator Guide (EEG).

We appreciate your commitment to evaluating this tabletop exercise. 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]