**Site Access Coordinator First Contact with Visitors or Institutions**

Hello {Visitor Name},

Thank you for your interest in accessing Fermilab. I am your Affiliation Site Access Coordinator and can assist you with completing the access form, provide guidance on the access process, and escalate issues to the appropriate offices as needed.

If you require my assistance, please refer to the below contact information, available times, and mechanisms to reach me.

* Name: {Your Name}
* Email: {Fermilab email address}
* Phone number: {Fermilab phone number}
* Times available (CST): {Office Hours}
* Video conferencing tools available: {Microsoft Teams, Zoom, etc.}

I look forward to helping you to ensure your access to Fermilab is straightforward and trouble-free.

{Signature}