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Subject: Reminder - Passport Photocopies for India

Hello everyone!

This is a friendly reminder to please send me a photocopy of your passport for the India trip, as the deadline was 7/16. We need these in order to book domestic flights and, more importantly, to get visa request letters from Commercial Services in India. Since some members of our delegation need their passports for other trips this fall, we need to get the letters as soon as possible, which require passport info to request. Thank you for your cooperation – please call me with questions or concerns!

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