



VAR Email Template for Visitor

We recommend you send a version of this email to new visitors. This includes an example of the email that is sent to the Visitor from Visitor Access Request. For questions, call HR x3300.

Hello,

I hope this email finds you well. This is to advise you that you will soon be receiving an email from **Caltech VAR** (caltech@service-now.com) with a link to complete a visitor application as part of your visitor assignment at Caltech. Below is an example of the email you will receive. Please complete your application promptly, to ensure your request is processed timely and successfully.

Example:

