

3/13/1973

On the style of letters

1. Written or typed on standard notebook paper for easier filing.
2. Date first page
3. Number the pages in the upper right hand corner.
4. Number paragraphs in left column.
5. At end of letter list to whom copies have been sent.

Notes on first triple exchanges.

1. Keep copies of all letters sent and received.
2. Send letters to Mr. Lorch and principals concerned.