

2-Way Memo

Subject:

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

To : Hank Flogg Esq.

DATE OF MESSAGE

4 Dec 90

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

H. Hampton

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD.

Have not forgotten the honorarium but have been finishing up in B-37 & moving to B-4 and on travel. Plan to be in town next wk. & will do it then.

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER