

Sept. 14 1970

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 : Dr. Mike Greenison

DATE OF MESSAGE

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD.

Mike we need to talk about Dr. Keas's
role in 1- Supporting the exercises catalog
2- Interpretation of past work

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER