

CORRESPONDENCE INSTRUCTIONS

DATE _____

THE ATTACHED PAPERS ARE REFERRED

TO: _____

FOR THE PURPOSE INDICATED BY THE CHECK MARK

- PLEASE NOTE AND FILE.
- PLEASE NOTE AND SEE ME ABOUT THIS.....A.M.....P.M.
- PLEASE ANSWER, SENDING ME COPY OF YOUR LETTER.
- PLEASE PREPARE REPLY FOR MY SIGNATURE.
- PLEASE TAKE CHARGE OF THIS
- TO BE SIGNED.
- FOR YOUR INFORMATION.
- YOUR COMMENTS, PLEASE.
- RUSH-IMMEDIATE ACTION DESIRED.

REMARKS:

SIGNED _____