MEMO TO: FW
FROM : JCCE

On the attached Chamberlin correspondence, please draft a letter to Mr. Chamberlin acknowledging his communication and telling him that we are inquiring of SCAD about the matter.

Incidentally, it should be a matter of routine to make a copy of such a letter and to retain the copy in our files. Should Mr. Chamberlin write us in the meantime, we would have no correspondence to refer to.