

# FEDERAL RESERVE BANK OF DALLAS

FISCAL AGENT OF THE UNITED STATES

Dallas, Texas, November 24, 1942

## To Qualified Agents for the Issuance of War Savings Bonds, Series E:

The Postmaster General has authorized the dispatch of inscribed War Savings Bonds to owners or their agents, by official issuing agencies, as ordinary first class mail without payment of postage, under special penalty envelopes with distinctive markings to indicate the agency and the character of the contents.

As penalty envelopes may be purchased only under contracts negotiated by the Postmaster General, the special envelopes required for the use of issuing agents will be purchased by the Treasury Department. Envelopes bearing the penalty clause may not be procured in any other manner. The corner card showing the name and the return address of the issuing agent must be added by the agent.

The special penalty envelope will be approximately  $8\frac{1}{4}$  x  $4\frac{3}{4}$  inches in size. This size envelope will accommodate the bonds folded once from top to bottom. Each envelope will be imprinted with a special marking (boxed) "IMPORTANT Contains WAR SAVINGS BONDS."

The Government Losses in Shipment Act is applicable to shipments in the special penalty envelopes by ordinary mail. No report of such shipments need be made to this bank.

When the special envelopes are available, no further reimbursement will be allowed for postage and registry fees in connection with the delivery of War Savings Bonds to owners.

The following instructions for the use of the envelopes must be observed:

1. The name and return address of the authorized issuing agent must be printed or stamped on the envelope in the space over "Authorized Issuing Agent."
2. Deliveries of War Savings Bonds by mail in the special envelopes must be restricted to those cases where personal delivery either is not practicable or is inadvisable.
3. The special envelopes must be used only for the purpose provided. (Attention is directed to the penalty provided for improper use of the franking privilege.)
4. Care must be used in enclosing bonds in envelopes and in effecting delivery of the bonds to the local post office. They should not be deposited in an ordinary mail box.

In order that we may determine the quantity of envelopes to be ordered for issuing agents in this district, please indicate on the enclosed postal card your estimated requirements for three months of the new penalty envelopes and return it to us at your earliest convenience. We are unable to advise you of the exact date the new penalty envelopes will be available; however, present indications are that they will be ready for delivery early in December.

We shall be pleased to effect shipment of the envelopes ordered as soon as available.

Yours very truly,

R. R. GILBERT

President