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 W. T. CHAPMAN, ASSISTANT SECRETARY
 W. M. IMLAY, FISCAL AGENT

ADDRESS REPLY TO
 FEDERAL RESERVE BOARD

January 17, 1919.

X-1361

SUBJECT: Correspondence and Enclosures.
 Method of transmitting.

Dear Sir:

It is requested that instructions be given that in sending letters with enclosures to the Federal Reserve Board, the enclosures shall bear an identification mark and be folded together and attached to the forwarding letter with a clip or a rubber band.

The Board frequently receives letters containing enclosures that do not bear identification marks and are not attached to the forwarding letter. In the opening of the large amount of mail which the Board receives, letters and enclosures become separated, resulting in considerable inconvenience and also uncertainty as to whether or not the enclosures were actually received.

Kindly acknowledge receipt.

Yours very truly,

Secretary.