

July 19, 1940.

Mr. C. G. Bayles,
Superintendent,
Buildings and Grounds.

Dear Mr. Bayles:

During the summer months it gets so close and stuffy in our offices that I am wondering if it would be possible for you to make a transom to swing open above the front door to the office. There is a window already there above the door, but of course it is immovable. I do not believe it would be very expensive, and I am sure it would help considerably with the ventilation in the office if a transom could be made.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.