

March 22, 1946

Mr. Karl Klooz  
Business Office

Dear Karl:

My assignment from Ted Beaird, District Governor, R. I. 124, is a twelve-minute dissertation on "The Secretary Is a Balance Wheel". At your convenience, won't you sketch out some of the highlights you think most important to dwell upon.

Your many years of service in this position amply qualify you to give me this information. Just sketch them on topic headings without much elaboration; I can do that. I will appreciate this at your earliest convenience.

Sincerely,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:MF