January 3, 1939.

Mr. Karl Klooz,
Business Office,
University of Kansas.

Dear Mr. Klooz:

Will you kindly set aside an encumbrance authorization for laundry for the Department of Physical Education in the amount of $30.00 for the month of January?

Thanking you, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.