

Reading Public Schools

RUSSELL McCOY, SUPT.

READING, KANSAS

March 26, 1945

Dr. Forrest C. Allen  
Prof. of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Dr. Allen:

OK At last I have time to write this letter to confirm my recent phone call for your services as our commencement speaker. The date for our commencement will be Tuesday, May 15th, 1945 at 9:00 p.m.

As soon as I receive your reply, stating that you have this date reserved for us, I shall have the printer complete our announcements and programs. In case you wish me to include the title of your address in our programs, please mention it in your reply and I shall be glad to do so.

I sincerely hope that you have held this date for us and await your reply,

Very truly yours,

*Russell McCoy*  
Russell McCoy, Supt.

P. S. Also please mention the amount of money for our board to reserve for your services and trip expense to Reading. Then I can arrange it during one of our board meetings.