Dear Miss Barham:

This is to inform you that I will be at the Study Hall of the Senier High School before 7 p.m. on Friday, March 23. I will be in Denver the fore part of the week, then at Emperia on Thursday, but will be back with you on Friday.

It is very nice of you to invite Mrs. Allen and some of my coaching staff to come along. I will endeavor to do this if I can make arrangements. Thank you so much.

I will let you know the amount of my expenses when I see you.

Sincerely yours,

FCA : AH