

**THE HILLYARD COMPANY**  
.. DISTRIBUTORS HILLYARD CHEMICAL CO... ST. JOSEPH, MO... BRANCHES IN PRINCIPAL CITIES..

Inter-Office  
Communication

From:

Location

Date

To:

Subject:

BE BRIEF, COVER ONE SUBJECT, OMIT COMPLIMENTARY SALUTATION AND CLOSE

Winfield, Kansas,  
Dec. 20, 1944.

Forrest C. Allen  
Director of Physical Education  
Varsity Basket Ball Coach  
Lawrence, Kansas.

Dear Dr. Allen:

I wish to thank you for the fine letter I received, commending me on my work on finishing your basket ball court. I do appreciate this letter very much and was pleased to learn that my work was satisfactory.

Please find enclosed, letters properly signed, which you asked to be returned to you.

I have been keeping close touch with the games you have been playing and I am sure you will have a good season like you always do. I expect to attend the college basket ball games at Oklahoma City next week. Sorry your team is not entered there.

Wishing you a very Merry Xmas and a Happy New Year, I am,

Very Sincerely yours,

*Chas. Goforth*

*Send to  
Bayles, et al.*