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November 7, 1945

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

Dear Forrest:

I understand that Mrs. Marilyn Hall French has applied to you for position as secretary. Mrs. French has worked in our office for two and a half years and is a very high type young woman. While she has never taken my dictation, I have talked to Mr. Bartlett, from whom she does take dictation, and he says that her work is accurate and neat although she does not take dictation as fast as a more experienced stenographer. She has done a lot of typing for my department and she is a very fast and accurate typist.

We will hate to lose her from our office but know she will have a nice position if she works for you.

Very truly yours,

A handwritten signature in cursive script that reads 'M. H. Herson'. The signature is fluid and extends to the right.

M. H. Herson
lm