

December 5, 1938.

Repair Department,  
Lowe & Campbell Athletic Goods Co.,  
1509 Baltimore Avenue,  
Kansas City, Missouri.

Dear Sirs:

We recently sent you four basketballs for repair. Will you kindly fill out the enclosed bid form and return to this office so that we may send through an order for payment at once? The balls, of course, should be returned to the Department of Physical Education when they have been repaired.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.