Mrs. Alice K. Griffith, The Athletic Journal, 6858 Glenwood Avenue, Chicago 26, Illinois.

Dear Mrs. Griffith:

Dr. Allen has received your check and letter of October 3rd, and asked me to acknowledge them in his absence. He will return to his desk in a day or so, and at that time expects to answer your letter in full.

Do you have a deadline on the article on basketball? Dr. Allen will take the assignment you suggest, and will appreciate it if you will tell him how soon you need this material.

Sincerely yours,

Secretary to Dr. Forrest C. Allen.