March 30, 1938.

Mr. J. W. Mitchell,
Manager, Kansas City Refinery,
Phillips Petroleum Company,
Kansas City, Kansas.

Dear Mr. Mitchell:

I am writing you about Jack Buckman, who left school at the end of the first semester to work for you. When Jack came to school in the fall he didn't have enough money for his tuition, and we loaned him $20.85 from some temporary funds we had here.

While he was in school he earned $8.14 from the Athletic Association and $2.45 from the Department of Physical Education, a total of $10.59 which he signed over to apply on his debt. He still owes a balance of $10.26. Jack said he would pay us, and I have no doubt he will, but I would like you to use your good offices in helping us to get the money.

I am going to write Jack and ask if he won't send the money, and I wonder if you will be kind enough to send us his address. I would appreciate this very much. I trust you will keep this matter in confidence.

Thanking you, and with all good wishes, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH