

October 28, 1940

Mr. Lloyd M. Kaufman  
Secretary, Northwestern District Board  
Attica Rural Schools  
Attica, Ohio

Dear Mr. Kaufman:

I am writing to inform you that you may expect me at your Northwestern District Athletic Board Banquet Meeting for superintendents, principals and coaches, to be held in connection with your Northwestern Ohio State Teachers Association Meeting in Toledo. I am informed that the time of the meeting is 6:00 P.M., November 1.

If I do not hear from you before leaving Lawrence as to what hotel I shall stay in in Toledo, I will inquire at the Ohio State Teachers Association meeting as to where I can find you or your group. You may count on my being present.

In your letter of May 29 you stated that you would send me a copy of the printed program. I have received the same and thank you for it.

If time is too short for a reply to me, please wire me at my expense. I am leaving Lawrence on Friday morning.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg

P.S. Please make hotel reservations for me and let me know at which Hotel I am to stay. Mrs. Allen will accompany me, but a room for two with a double bed will be satisfactory.