

ROUTIN SLIP

TO:		NAME	DIVISION	BUILDING	ROOM
1.	<input checked="" type="checkbox"/>	Mr. Vinson			
2.	<input checked="" type="checkbox"/>				
3.					
4.		<i>Mail Room</i>			
<input type="checkbox"/> SIGNATURE <input type="checkbox"/> COMMENT <input type="checkbox"/> PER CONVERSATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> NECESSARY ACTION <input type="checkbox"/> AS REQUESTED <input type="checkbox"/> SEE ME <input type="checkbox"/> NOTE AND RETURN <input type="checkbox"/> NOTE AND FILE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> CALL ME <input type="checkbox"/> YOUR INFORMATION <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____					
REMARKS					
<p>I don't think we need be as curt as I first thought. This letter will placate the proud wife only slightly &amp; she will still wonder why the President didn't write personally or award her husband a medal.</p>					
<i>129-11</i>					
FROM:		NAME	BUILDING, ROOM, EXT.	DATE	
		Howard P. Willens	2107	6/4/68	<i>65 1965</i>