

WAR FOOD ADMINISTRATION  
DIRECTOR OF EXTENSION WORK  
Washington 25, D. C.

July 11, 1944

EXTENSION SERVICE MEMORANDUM NO. A-139

Subject: Preparation of Circular Letters

In order to facilitate the identification and appropriate handling by the recipient of correspondence originating here, the following procedure is established for the preparation of all circular letters.

All circular letters prepared in the Extension Service shall have a concise identifying subject recorded immediately below the salutation of the letter. In addition an indication of the action desired from the recipient shall be carried to the right and above the salutation. Uniform indications of action desired shall be:

- (a) For your information
- (b) Reply requested
- (c) Other appropriate action (indicate specific action desired)

EXAMPLE:

For your information

TO STATE EXTENSION DIRECTORS:

Subject: Appointment of Federal Extension Clothing Specialist

The "Reply requested" indication should be used only when absolutely essential and specific information is required here.

*M. L. Wilson*

Director of Extension Work