

~~SECRET~~

Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080067-2

SPEED LETTER	REPLY REQUESTED		DATE
	YES	NO	28 June 1966
			LETTER NO.
			100

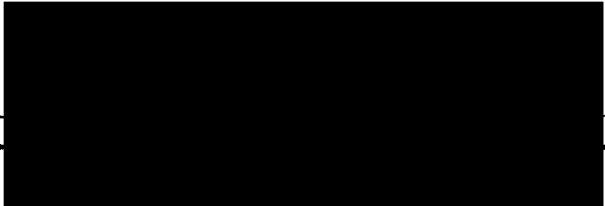
TO : All Personnel	FROM:
ATTN:	Chief, Correspondence Management Br.

This is a SPEED LETTER. It is being used for informal communication between headquarters and field offices. You too will find it quite useful in inter- and intra-office communications.

Some features of the SPEED LETTER.

- an informal and expeditious way of handling correspondence
- a three-part NCR form (no carbons required) designed for
 - . messages and replies on same page
 - . suspense copy for originator
 - . reference copy for replying office
 - . limited distribution
- reduces correspondence costs and time
- can be prepared by hand as well as by typewriter
- is available from Building Supply Room.

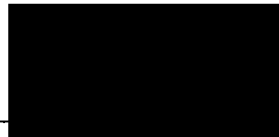
25X1A9a



REPLY

If a typewriter is not available use a pen.

25X1A



RETURN TO ORIGINATOR

FORM 5-61 1831

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