

~~SECRET~~
(When Filled In)

SPEED LETTER	REPLY REQUESTED			DATE
	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	28 June 1966
TO : ATTN:	All Personnel			FROM: Chief, Correspondence Management Br.
LETTER NO. 100				

This is a SPEED LETTER. It is being used for informal communication between headquarters and field offices. You too will find it quite useful for 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	DATE
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*If a typewriter is not available
Use a Pen*

Ben

SIGNATURE

ORIGINATOR'S SUSPENSE