John T. Lewis & Bros. Company.
Established 1832
Widener Building, Chestnut & Juniper Streets,
Philadelphia.

December 30, 1942

Henry O. Bates, Esquire,
National Lead Company,
111 Broadway,
New York, N. Y.

Dear Mr. Bates:

With reference to the attached, I would indeed be grateful for a brief Method and Procedure to be followed in regard to this meeting. I have the minutes of a similar meeting, dated January 19, 1942, as more or less of a guide, but Mr. Merritt had a great many things prepared in advance which doubtlessly accounted for, in some degree, the smoothness of the meeting.

Yours very truly,

John T. Lewis & Bros. Co.,

A. M. Wilson, Vice President
and Acting Secretary.

AMW:AB

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