

Copy forMEMOR.....

ETHYL GASOLINE CORPORATION
CHRYSLER BUILDING
NEW YORK

HWK-10

June 12, 1940

TO ALL DIVISION MANAGERS

Gentlemen:

We are sending you today by first class mail, special delivery, copies of a memorandum to be read by any of your people who are or may be engaged in contacts with oil company personnel relative to the survey which was discussed during our meeting in New York last week.

You will recall that the suggestion was made that anyone engaged in this work should know exactly the feeling of the Company as to the reasons for the survey and the important points to be used in discussing it with our customers. It is hoped that suggestion is fulfilled by the statements contained in this memorandum.

The memorandum itself should not be seen nor read by anyone outside the organization, but should be used by our representatives as a guide to any remarks that they may make.

If there is anything not clear about it, you might, -- to save time -- call us on the 'phone.

Very truly yours,



M/R

RE 0022298