



DANA CORPORATION

PLAINTIFF'S EXHIBIT

DC-103

INTRA-COMPANY COMMUNICATION

SUBJECT Smith & Kanzler Company

DATE January 7, 1969

TO Mr. Robert M. Burns

Signed by R.M. Burns and returned
to S. W. G. - 1/9/69

Enclosed are the minutes of the regular annual meeting of the Board of Directors of Smith & Kanzler held here in Toledo on the 27th day of November. Would you kindly review them and sign on the reverse side.

If you would then return them to me, I will put them into the book and hopefully this will clean up the Smith & Kanzler minute book just prior to the sale.

Also enclosed is the annual report to the state of New Jersey for S & K. Would you kindly sign as President and then forward to John Martino with instructions that he issue a check in the amount of \$10 payable to the state of New Jersey and mail both the report and the check from Linden.

S. W. Gustafson

SWG:mh
Enclosures