

UNITED NEGRO COLLEGE FUND, INC.  
55 East 52nd Street, New York, N. Y. 10022

Office of the Executive Director

Date \_\_\_\_\_

**ACTION REQUESTED**

- URGENT  
 IMMEDIATE  
 ROUTINE

TO: \_\_\_\_\_ Floor

FROM: \_\_\_\_\_

**FOR YOUR**

- ATTENTION  
 COMMENT  
 FILES  
 INFORMATION  
 REPLY  
 SIGNATURE

**PLEASE:**

- NOTE AND RETURN  
 NOTE AND PASS ON  
 SEE ME REGARDING ATTACHED

**PREPARE**

- REPLY FOR MY SIGNATURE  
 REPLY FOR YOUR SIGNATURE

**REMARKS:**

*File in my office*

➤ AVOID ORAL MESSAGES . . . WRITE IT! ◀