

General Radio



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TWX: 710 347-1051 • Telex: 94-594

VIA AIR MAIL

June 21, 1972

H. Tracy Hall, Ph.D.
Post Office Box 33
University Station
Provo, Utah 84601

Dear Mr. Hall:

On June 7 we wrote you the attached letter asking for payment of the \$11.60 transportation charges on our Invoice Nos. 59405-1 and 59360-2. Apparently that letter must have gone astray in the mail for we have not yet received either your check or a reply.

Would you do whatever you can to clear this old matter up? If there is some reason why payment will be delayed, will you please let us know? Otherwise, we will look forward to receiving your check shortly. Thank you.

Very truly yours,

Virginia C. Michael

(Mrs.) Virginia C. Michael
Credit Department

vcm
WRC

Enclosure (1)

*This has already
been paid.
J.*

VIA AIR MAIL

June 7, 1972

H. Tracy Hall, Ph.D.
Post Office Box 33
University Station
Provo, Utah 84601

Dear Mr. Hall:

A review of our files has disclosed the \$11.60 transportation charges on our Invoice Nos. 59405-1 (\$2.90) and 59360-2 (\$8.70) open on your account. You will recall, we received your Check No. 358 on April 21, 1972 in the amount of \$128.75, and the invoices totalled \$140.35.

Would you review your files and see if you agree that the above is correct? If you do, please send us your check. If you do not, please let us know. Thank you for your cooperation in this matter.

Very truly yours,

(Mrs.) Virginia C. Michael
Credit Department

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