

W. J. JENKS,
SECRETARY.

120 BROADWAY,

NEW YORK, Jan. 22, 1904.

Francis Shields, Esq.,
89th Street & Fifth Avenue,
Brooklyn, New York.

Dear Sir:-

I have your note of the 21st inst. enclosing ~~the~~ recommendations. We have decided to give you a trial in the position which I mentioned in our conversation of last week. Please, therefore, report at this office on Monday February 1st. If by reason of your graduation from school you cannot be here on that date you may report as soon thereafter as possible.

Kindly let me know by return mail when you will be on hand.

Yours very truly,

Wm. J. Jenks

W.H.L./C.