

SPEED NOTE - SPEED NOTE - SPEED NOTE

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Mr. John Halfacre
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Re: B&P # 246 County Lawyers Form Kit

Dear Mr. Halfacre:

This is a speed note we use in our office. Quick and to the point and best of all saves us from having to address an envelope because it folds into a window envelope. If you start using this for casual correspondence you may soon find yourself using it all the time. You can store this in your Word Glossary and this call it up when you need a speed note. Also the date is automatically posted.

Sincerely yours,

John Purtle

SAVE TIME — TYPE OR WRITE REPLY BELOW