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January 6, 1969

Miss Laura Gilpin  
409 Camino del Monte Sol  
Santa Fe, New Mexico 87501

Dear Miss Gilpin:

I am sending 10 books to you for I believe there has been a mixup on your past orders. The fifteen books you borrowed from Mrs. Webb were actually your books. We credited her account and had charged the 15 to your account. Therefore there is no need to return the books to Mrs. Webb. I am not familiar with your transactions with Villagra.

To make up for the defecit I am sending 10 more books to you and charging your account accordingly. I sent 5 books and charged your account about three weeks ago. A summary follows:

5 from me (#65859)  
15 from Mrs. Webb (#65287-they are your books)  
10 sent on January 6th, 1969 by me.  
30 total

I hope this clarifies the situation somewhat. I hope you had a nice holiday season and also hope for you a successful New Year.

Sincerely yours,

Steve T. Rice  
Assistant Sales Manager

STR/af