February 10, 1971

Dear [Name],

As directed in your letter of January 22, the following has been done:

1. An office, laboratory and storage room have been built in

2. The renovation involved removal of a partition - placing of a door, construction of shelving and numerous other details.

3. The placing of chemical benches along two walls

4. Complete inside redecoration

5. Installation of fluorescent lighting and wall fixtures.

We have moved into the space, are now occupying it, and have collected much of the equipment described in the earlier proposal.

I have, at the request of Dr.

I have also ordered approximately [amount] worth of chemicals, drugs and equipment at [cost] - it will be refunded.

I have not as yet found the proper person to work as technician, but have several prospects.
It is my hope that this communication will fulfill the requirements indicated in your letter of January 22, 1971.

Best personal regards,