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Dear Sir/Madam:

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DISTRIBUTION: The materials are to be placed on class reserve. Students will pay only the cost of photocopying.

TYPE OF REPRINT: Photocopy

USE: The material will be used to supplement teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request. Your response by _____(date) would be most appreciated.

Sincerely yours,

FACULTY MEMBER

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_____ Date _____