AMERICAN MISSIONARY ASSOCIATION,

29, LOMBARD BLOCK:

Chicago, 12/12/7

Miss A Stevenson

Port Lavaca, Texas

Your attention is respectfully invited to the fact that your support for the current school year is furnished by friends in Winnebago & Muskegon

One of the conditions upon which this support is furnished, is an agreement made on your behalf for a monthly letter from the field. You are expected on the first of each month, immediately after making up and forwarding to the proper address, your statistical monthly report, to make up a concise and conversational letter of *news items*, such as will be best suited to interest and gratify the friends whose liberality enabled us to send you out. These letters will be read in the prayer meetings, Sabbath Schools, or monthly concerts, and if prepared with judgment and regularly forwarded, they will powerfully aid both you and us. In many cases these letters elicit warm responses, and lead to permanent friendships of a delightful character. But whether regularly acknowledged or not they are sure to do much good, and should be regularly written without misgiving. It is not necessary to be sentimental, nor even to moralize. Write out fresh and cheerful facts, anecdotes, narratives, such as you would confide to a personal friend. First say whatever is to be said concerning your own school, and then add any accounts of neighboring or larger interests which may be at command. It is not well to write at much length. Three or four pages of commercial note are better than more.

If two or more churches are to be written to, it is sufficient to write one letter, and send a duplicate copy to each address.

Finally, one copy of each letter is to be sent to this office, on or before the 5th of each month. Hereafter regular files of all these reports will be kept, and all delinquencies noted. It is hoped that no such delinquencies may occur. Please acknowledge the receipt of this note immediately, and assure us of you readiness to observe its suggestions.

The addresses to which your monthly letter is to be sent are next given;

1 Mrs M. L. Sweezy
Winnebago, Ills.

2 Rev L. Reed,
Muskegon, Mich

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5.—American Missionary Association, 29, Lombard Block, Chicago.

Fraternally,

A R Rutland

Secretary.