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44	5	04/20/1960	Memo	From RN to JDH, LGG, RHF, et al. Re: thank-you letters after trips.

April 28, 1960

MEMORANDUM

TO: JDM, LCG, RHF et al

FROM: RM

RE: Thank-you letters after trips

With regard to the last trip to California, I would like to see the list of people to whom letters have already been prepared or are in the process of being prepared or have been sent out so that I will not duplicate any by dictating them over here.

In the future where we take trips of this type - I would like to have put on my desk when we return a list of the names to be written so that I will know what letters are being prepared and can add any names that I personally feel deserve a letter.

This should always be the responsibility of the overall trip manager and should not be left just to Don Hughes -- there will be letters to political people with whom he might not come in contact.