

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
23	2	n.d.	Other Document	Invitation to the reception and preview of the Moroccan inspired Quintessa Jewel Collection.
23	2	09/19/1968	Letter	To: John Whitaker. From: Charles Gardner. Re: Thank You. Duplicate not scanned.
23	2	09/11/1968	Letter	To: Mr. Steen. From: John Whitaker. Re: Unable to attend the 100th Annual Meeting.
23	2	09/03/1968	Letter	To: Richard Nixon. From: Mr. Steen. Re: Invitation to the 100th Annual Meeting.
23	2	09/02/1968	Letter	To: Mr. Kirkpatrick. From: John Whitaker. Re: Unable to make commitments beyond Novemeber 5.
23	2	08/26/1968	Letter	To: John Whitaker. From: Keith Kirkpatrick. Re: National Association of Farm Broadcasters Meeting inviation.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
23	2	n.d.	Other Document	Sheraton-Cleveland Hotel bill.
23	2	11/14/1968	Letter	To: John Whitaker. From: Robert Hughes and Saul Stillman. Re: Receipt of Sheraton-Cleveland Hotel bill.
23	2	11/13/1968	Letter	To: John Whitaker. From: The International Children's Choir of America Inc. Re: Potential Nixon appearance
23	2	n.d.	Brochure	The Little Peacemakers. Not scanned.
23	2	n.d.	Other Document	The Hecht Co.- The Little Peacemakers Poster. Not scanned.
23	2	n.d.	Letter	To: Nixon. From: Victor Schiro. Re: Invitation to the Joint Luncheon.
23	2	n.d.	Letter	To: John Whitaker. From: Mario Bermudez. Re: Confirming the invitation of the Mayor.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
23	2	n.d.	Letter	Tablet "unable to accept" letter
23	2	n.d.	Letter	Tablet invitation letters. 12 pages.
23	2	07/18/1967	Letter	To: Mr. West. From: Richard Nixon. Re: Unable to attend the University of North Carolina Forum.
23	2	n.d.	Memo	To: John. Re: Tablet letters. 7 pages.
23	2	n.d.	Memo	To: John. Re: Older forms to call into action. 24 pages.
23	2	12/08/1967	Letter	To: John Esposito. Re: Unable to attend East Haven Republican Town Committee. Duplicate not scanned.
23	2	12/08/1967	Letter	To: George E. Wilson. Unable to attend the Tennessee Bar Association mid-winter meeting. Duplicate not scanned.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
23	2	10/10/1967	Letter	Subject: RMN- Condolence Letter
23	2	12/10/1968	Memo	To: Dwight Chapin. From: Hugh Sloan. Re: Telephone Conversation with Mr. Heuer.
23	2	12/17/1968	Memo	From: Dwight Chapin. Re: Meeting with Mr. Stans.
23	2	11/25/1968	Memo	To: Dwight Chapin. From: Bob Haldeman. Re: Personnel- H. Tasca and J. Beam.
23	2	12/13/1968	Letter	To: John Volpe. From: Dwight Chapin. Re: Mayor's Meeting.
23	2	12/10/1968	Memo	To: HR Haldeman. From: Dwight Chapin. Re: Phone Call from Governor Agnew.
23	2	01/04/1969	Memo	To: All Nixon Cabinet Officers. From: John Whitaker. Re: Request for speaking dates and/or personal appt's.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
23	2	01/04/1969	Memo	To: All Nixon Cabinet Officers. From: John Whitaker. Re: Task Force Meetings Friday 1/10 and Saturday 1/11. 4 pages.
23	2	12/26/1968	Memo	To: All Nixon Cabinet Officers. From: John Whitaker. Re: Dr. Walter Tkosh will be the White House physician.
23	2	12/24/1968	Memo	To: All Nixon Cabinet Officers. From: John Whitaker. Re: January 7 House Breakfast and Senate Lunch
23	2	12/20/1968	Memo	To: All Nixon Cabinet Officers. From: John Whitaker. Re: Task Force Meetings Friday 1/10 and Saturday 1/11.
23	2	12/19/1968	Memo	To: All President-elect Nixon's Cabinet Members. From: John Whitaker. Re: Clear your calendar for January dates. 2 pages.

NVC



T/D BY PHONE

*In honor of
His Excellency the Ambassador of Morocco
and
Her Royal Highness Princess Lalla Negha*

*The American Committee
for the
University of North Africa at Tangier
requests the pleasure of your company
at a reception and preview
of the Moroccan inspired
Quintessa Jewel Collection
designed by Leonard Fisher
on Tuesday, the twelfth of November
from five-thirty until seven-thirty o'clock
Nepentha, 137 East 48th Street
New York City*

P. S. V. P.

*Marianne Strong Associates
1150 Fifth Avenue
New York, New York 10028
(212) 249-1000*

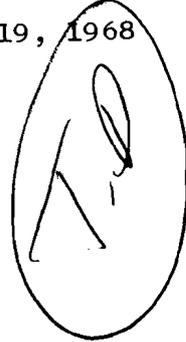
**GREATER
TRENTON**
CHAMBER OF COMMERCE

104 No. BROAD ST. ■ TRENTON, N. J. 08608 ■ Tel. (609) 393-4143

Charles R. Gardner
Executive Vice-President

September 19, 1968

Mr. John C. Whitaker
Nixon For President Committee
P.O. Box 1968
Times Square Station
New York, N.Y. 10036



Dear Mr. Whitaker:

Mr. R. L. Steen, our 100th Annual Meeting Chairman, has asked me to thank you for your prompt reply to his letter of invitation to Mr. Nixon.

We understand Mr. Nixon's feelings in this regard and certainly appreciate his reluctance to make any commitments after November 5th. Let me simply say that we sincerely hope that Mr. Nixon will consider this invitation as at least being "in line" for consideration at the proper time.

Sincerely,

Handwritten signature of Charles R. Gardner.

Charles R. Gardner, CCE
Executive Vice-President

CRG:jvm



NJ

September 11, 1968

Mr. R. L. Steen, Program Chairman
100th Annual Meeting
Greater Trenton Chamber of Commerce
104 No. Broad St.
Trenton, New Jersey 08606

Dear Mr. Steen:

Thank you very much for your information
and invitation for Mr. Nixon to speak in January or
February of 1969.

Regretfully, Mr. Nixon is unable to make
any commitments beyond November 5 for which I am sure
you will understand.

I know that Mr. Nixon would want me to
include their appreciation for your interest in having
him as well as sending you his best wishes for a
successful anniversary.

Sincerely,

John C. Whitaker

JCW:mm

G
T **TRENTON**

CHAMBER OF COMMERCE • 104 N. BROAD ST. • TRENTON, N. J. 08608 • Tel. (609) 393-4143

SEP 4 1968

1) T no for info + invite
2) to count after Nov 5

September 3, 1968

Hon. Richard M. Nixon
Nixon, Mudge, Rose, Guthrie and Alexander
20 Broad Street
New York, N.Y.

Dear Mr. Nixon:

Congratulations on your selection as the Republican nominee for the Presidency. I am quite sure that most of the people in the United States will agree with that choice.

It has been a great many years since a President of the United States has spoken in Trenton, the capital city of New Jersey. This year, I believe, we have a suitable vehicle to warrant such an appearance.

This is the 100th year of this chamber's existence. Our 100th Annual Meeting will be held in January of 1969, climaxing a century of service to the community. As you can see, our 100th anniversary celebration is very close to the inauguration date and we must really make plans far in advance if the President is to speak at our centennial session.

Perhaps I am being presumptuous but I should certainly like to emphasize the desire of our officers that the President appear at our program and to request that if you are elected President you will honor us with your appearance. We can be flexible with our date to the extent that this dinner can be held anytime between the 15th of January and the 15th of February.

I realize that this comes at a very busy time for you and I would appreciate your willingness to consider the invitation.

Sincerely,



R. L. Steen
Program Chairman
100th Annual Meeting



1969

Iowa



September 2, 1968

Mr. Keith Kirkpatrick
President
WHO WHO-TV
Des Moines, Iowa

Dear Mr. Kirkpatrick:

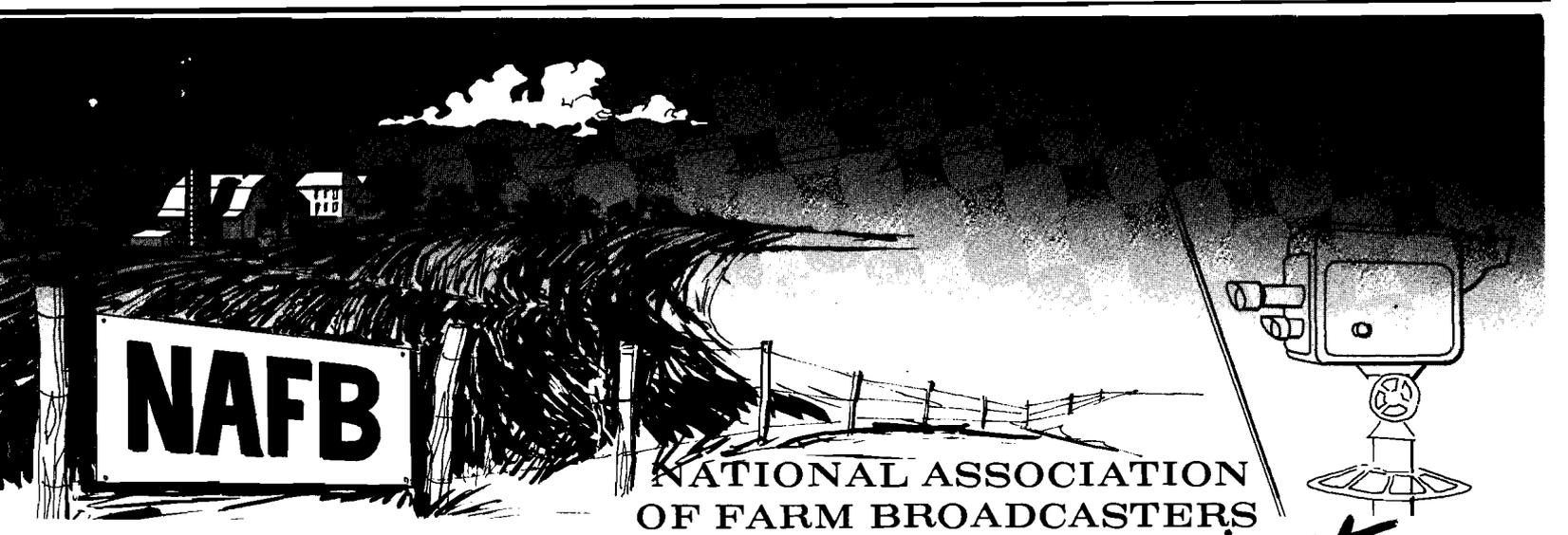
We have your letter of August 26th inviting Mr. Nixon to speak at the National Association of Farm Broadcasters meeting in Chicago at the Conrad Hilton Hotel on November 29, 30 or December 1.

Regretfully, I must tell you that Mr. Nixon is unable to make commitments beyond November 5th.

You have been very thoughtful to invite Mr. Nixon and I know he would want me to include his appreciation for your interest in his campaign as well as to send you his best wishes.

Sincerely,
John C. Whitaker

JCW:lc
cc: Hon. Richard M. Nixon



NAFB

**NATIONAL ASSOCIATION
OF FARM BROADCASTERS**

1968 OFFICERS

KEITH KIRKPATRICK, President
WHO, WHO-TV
Des Moines, Iowa

WAYNE LILES, Vice-President
KWTW
Oklahoma City, Oklahoma

JACK CROWNER, Secretary-Treasurer
WAVE, WAVE-TV
Louisville, Kentucky

BOB BUICE, Historian
KARK, KARK-TV
Little Rock, Arkansas

GEORGE LOGAN, Editor CHATS
WIBW, WIBW-TV
Topeka, Kansas

JOSEPH BRADSHAW, Chairman Associates
WRFD
Worthington, Ohio

GEORGE STEPHENS, Parliamentarian
KCMO, KCMO-TV
Kansas City, Missouri

IMMEDIATE PAST PRESIDENT

BOB NANCE
WMT, WMT-TV
Cedar Rapids, Iowa

NATIONAL VICE-PRESIDENTS

GEORGE WEBSTER, Northeast
WFIL, WFIL-TV
Philadelphia, Pennsylvania

RAY WILKINSON, Southeast
Tobacco Radio Network and WRAL-TV
Raleigh, North Carolina

JOHN ZIMMERMAN, East-North-Central
WKOW-WKOW-TV
Madison, Wisconsin

JACK GOWING, West-North-Central
KMA
Shenandoah, Iowa

HORACE McQUEEN, West-South-Central
Farm and Ranch News, Inc.
Lubbock, Texas

ROYCE BODIFORD, Mid-South
KEEL
Shreveport, Louisiana

TIM ARMSTRONG, Pacific Southwest
KPAY
Chico, California

WEYMETH SIMPSON, Pacific Northwest
KHQ-KHQ-TV
Spokane, Washington

ROY JEWEL, Canada
CFPL-CFPL-TV
London, Ontario, Canada

ASSISTANT SECRETARY-TREASURER

LOLA BARRETT
821 Dabson, Evanston, Illinois

August 26, 1968

Mr. John Whitaker
Nixon for President Hdqs.
450 Park Avenue
New York, N. Y. 10022

Dear Mr. Whitaker:

This is to formally request that the President-elect speak at our National Association of Farm Broadcasters meeting in Chicago at the Conrad-Hilton Hotel on November 29, 30 or December 1.

NAFB is made up of approximately 500 members, half of which are on radio and television daily, speaking to the vast majority of farmers and to many townspeople as well.

We are most anxious that the new President-elect offer his thinking on agricultural matters, because frankly many have lost sight of the fact that agriculture is THE basic industry. We hope the President-elect could speak the evening of November 29 or 30, but we would be happy to adjust our convention schedule to accommodate him at another time.

I might add that the National 4-H Club Congress will be in progress at the same hotel starting December 1, if this were to become an additional consideration.

Yours truly,

Keith Kirkpatrick
Keith Kirkpatrick
President

kk:vc

NAFB — AGRICULTURE'S LINK WITH AMERICAN CONSUMERS
REACHING 125 MILLION RURAL-URBAN LISTENERS DAILY AND PROVIDING A KEY
TO A \$49 BILLION RURAL MARKET FOR CONSUMER AND AGRICULTURAL PRODUCTS

1) No comment after
Nov 5
2) TIKS

SHERATON - CLEVELAND HOTEL

CLEVELAND, OHIO 44101

P.O.Box 5740-S

Ohio

Republican Headquarters
 Reception for Governor Volpe
 Attention: Mr. Sam Trovato
 710 St. Clair Avenue
 Cleveland, Ohio

TO ENABLE US TO APPLY
 YOUR CREDIT CORRECTLY
 PLEASE RETURN THIS BILL STUB

MONTHLY SERVICE CHARGE OF 1½%
 ADDED TO PAST DUE ACCOUNTS

AMOUNT _____

SERVICE CHARGE _____

TOTAL NOW DUE _____

PLEASE DETACH AND MAIL WITH YOUR REMITTANCE.

MEMO	DATE	EXPLANATION	AMT. CHGO.	AMT. CRED.	BAL. DUE	PICK UP	REFERENCE
9	SEP 28-68	RESTR -- RSV	* 11.79				# - ●
10	SEP 28-68	RESTR -- BQT	1196.00		*1,207.79		# - ●
11	Sep 23 68	ChcAc	32.44		1,240.23		
12							
13	WE MISSED . . .						
14	<i>Your Payment</i> FOR LAST MONTH						
15	WON'T YOU MAIL IT NOW?						
16							
17							
18							
19							
20							
21							
22							
23							
24							

Our billing is on a calendar month basis.
 If payment has been submitted prior to
 receiving this statement, please disregard.

SHERATON - CLEVELAND HOTEL
 CLEVELAND, OHIO 44101

↑
 Last balance is amount due
 unless otherwise indicated
 Bills are payable when presented



November 14, 1968

Mr. John Whitaker
Nixon for President Headquarters
445 Park Avenue
New York, New York 10022

Dear Mr. Whitaker:

We are very deeply distressed over the receipt of the enclosed bill which we thought had long since been paid by Mr. Miliano.

This is a bill arising from Mr. Miliano's request for a reception honoring Governor John Volpe of Massachusetts on the occasion of his visit to northeastern Ohio on Saturday, September 28, 1968.

In accordance with Mr. Miliano's request, Mr. Sam Trovato, in whose name the enclosed bill is listed, undertook the program which was very successful.

We would greatly appreciate your courtesy in arranging for payment at your earliest convenience.

With our thanks and best wishes,

Cordially,
 
Robert E. Hughes Saul G. Stillman

1z

INTERNATIONAL CHILDRENS CHOIR of America Inc.

1604 SOUTH STREET / LONG BEACH, CALIFORNIA 90805 / GA 2-6660

DIRECTOR OF PROGRAMING
MRS. EASTER N. BEEKLY



November 13, 1968

Mr. John C. Whitaker
P.O. Box 1968, Times Square Station,
New York, New York 10036

Dear Sir:

We will be most grateful to you if you will give us an address that will contact President Elect Mr. Nixon personally.

Eight years ago the choir appeared at Recreation Park to greet Mr. Nixon who was speaking to a large group at the park. The United States ^{representative} was dressed in a Quaker costume. When Mr. Nixon spied the little Quaker he put his arms out for her to come to him. Pictures were taken of the two and appeared on the front page of local newspapers. Needless to say we all cherish the picture.

Mr. Nixon has known about the choir almost since its inception eleven years ago.

We will be most grateful for your loving cooperation

Most Sincerely,

The International Children's Choir
of America Inc.

P.S. Our recording of "Let There Be Peace" and "People to People" is on sale at the UNICEF headquarters in N.Y. They would make nice Christmas presents. E.N.B.

Dear Mr. Nixon:

I take this opportunity to extend my congratulations, and those of our City, on your election as President of the United States and wish you a successful and outstanding term of office.

I should now like to repeat our invitation, originally extended to you August 30th to address the Joint Luncheon of the delegates to the National League of Cities' annual Congress of Cities, the XII Inter-American Municipal Congress and the Special Session of the Hispano-Luso-American-Philippine Municipal Congress, to be held Monday, December 9, 1968, at 12.30 p.m. in the Rivergate, New Orleans' new convention-exhibition facility.

We estimate that attendance at this luncheon will be some 4,000 mayors and municipal authorities from the entire United States, Canada, the rest of the Western Hemisphere, Spain, Portugal and the Philippines, an audience we consider a most fitting one to hear the remarks of our President-elect.

It is my earnest hope that you will be in a position to accept this most cordial invitation and with best wishes for your presidency, I am,

Cordially yours,

Victor H. Schiro
M a y o r

The Honorable Richard M. Nixon
President-elect of the United States
20 Broad Street
New York, N.Y.



EL COMITE ORGANIZADOR
DE LA XII REUNION DEL
CONGRESO INTERAMERICANO DE MUNICIPIOS



2945 International Trade Mart

tel: 524-7093

cables: COPANINT

Presidente del Comité

Hon. Victor H. Schiro
Alcalde de la Ciudad
Nueva Orleans, Luisiana, EE.UU.

Consejo Técnico-OICI

Dr. Carlos Morán, Director
U. S. Internat'l University
P. O. Box 2909
San Diego, Calif., EE.UU.

Secretaria General-OICI

Mario Bermúdez
Secretario General
Nueva Orleans, La., EE.UU.

Mr. John C. Whitaker
Nixon for President Committee
P.O.Box 1968 Times Square Station
New York, N.Y. 10036

Dear Mr. Whitaker:

I refer to correspondence between Mayor Schiro and yourself of August and September, and your kindness in sending me glossy photographs and background material on President-elect Nixon, for use in publicity material for our forthcoming three municipal meetings in New Orleans.

I am taking the liberty of enclosing a copy of Mayor Schiro's latest letter to Mr. Nixon, confirming the invitation of the mayor and the city for Mr. Nixon to address these three meetings, an occasion on which we expect some 4,000 people to be present, the majority of them mayors and municipal authorities from all over the world.

Any cooperation that may be given Mayor Schiro's request to President-elect Nixon would indeed be appreciated.

Most sincerely,

Mario Bermúdez
Secretary
Organizing Committee for the
XII Inter-American Municipal Congress

mb/bd
encl.

3 carbons - one clip to incoming letter; one send to Anne Volz;
one three-hole punch and put in chrono book

Dear :

During the demanding transition period between the two Administrations, I am taking the liberty of answering your kind invitation to President-elect Nixon to attend (speak to) on (date) in (place).

I wish I were writing to say that he could accept; however, because of his heavy duties initiating his Administration, I am sorry to say he will be unable to accept your kind offer.

I know President-elect Nixon would want me to include with this letter his appreciation for your interest in having him, as well as to send you his best wishes.

Sincerely,

John C. Whitaker

JCW:

cc: Hon. Richard M. Nixon

John, these are more recent forms...

N-M + 3

x- _____

State Pend _____

State _____

Dear _____:

I will be more than delighted to keep the invitation to address the _____ in my pending file.

If I am able to schedule a trip to _____ at a time when it would be possible to accept I shall certainly be back in touch with you.

With appreciation for your continued interest and my very best personal regards,

Sincerely,

Richard M Nixon

N-M + 3
x= _____

College Pend

Spk t/d

Dear _____

As you know, Mr. Nixon had hoped he would be able to come to _____ this Spring. However, due to the fact that in the months preceding the November elections he had to spend so much time away on political activities he has found it necessary to devote the next several months to catching up on the backlog of work in his office. Under the circumstances, he has found it necessary to cancel a number of speaking engagements, including two for Lincoln Day appearances.

I know that he greatly enjoys appearances before college and university groups and just as soon as his schedule permits, I know that he will give your invitation every consideration.

With best wishes,

Sincerely,

Patrick J. Buchanan
Aide to Mr. Nixon

Dear _____

I had hoped that a review of my fall calendar would permit me to accept your cordial invitation to _____.

Unfortunately, however, I had underestimated the number of commitments which have been carried over into the fall as a result of my world fact-finding tour last spring and in working on my plans I have had to conclude that it will not be possible to take on any additional engagements in the months ahead (in the coming months).

I regret very much that I will miss the opportunity to meet with this distinguished audience on _____ and want to take this opportunity to extend my very best wishes for what will surely be a most successful and stimulating gathering.

With every good wish,

Sincerely,

N-M + 3
x= _____

College Pend

Spk t/d

Dear _____

As you know, Mr. Nixon had hoped he would be able to come to _____ this Spring. However, due to the fact that in the months preceding the November elections he had to spend so much time away on political activities he has found it necessary to devote the next several months to catching up on the backlog of work in his office. Under the circumstances, he has found it necessary to cancel a number of speaking engagements, including two for Lincoln Day appearances.

I know that he greatly enjoys appearances before college and university groups and just as soon as his schedule permits, I know that he will give your invitation every consideration.

With best wishes,

Sincerely,

Patrick J. Buchanan
Aide to Mr. Nixon

Dear _____:

This note is to let you know that we are holding your letter of _____ and your invitation for Mr. Nixon to speak to the _____ on _____.

Unfortunately, the volume of mail and backlog of work following Mr. Nixon's world tour last spring will not permit him to review his speaking schedule until early in August. If it meets with your approval, your invitation will be among those considered at that time. We realize, however, that this may prove inconvenient to you and will certainly understand if it is necessary for you to go ahead with a speaker who is able to give you a definite commitment at this time.

Mr. Nixon greatly appreciates your interest in having him visit _____ and he has asked that I assure you that you will be hearing from us just as soon as he is able to determine if such an assignment can be undertaken at this time.

With every good wish,

Sincerely,

Dear _____

As you may have observed from news reports, Mr. Nixon is currently on a fact-finding journey to the Far East. Inasmuch as he is not expected back in the office for any length of time until the latter part of June, I am taking the liberty of ~~writing to you in order to~~ acknowledge ^{your} your letter of _____.

I know that Mr. Nixon will greatly appreciate your (gracious) invitation for him to _____
_____. Unfortunately, in view of his travel commitments, it will not be possible for him to review his Fall schedule until the middle of July. If ~~you~~ ~~it~~ meets with your approval, I shall be happy to hold your invitation until ~~that time~~ that time, ~~and I know Mr. Nixon will give it every consideration.~~ We would not want you to be inconvenienced, however, and ~~if you feel that~~ ^{if it is necessary to} ~~you would rather~~ go ahead with another speaker who can give you a definite commitment at this time, ^{it will certainly be} ~~I know Mr. Nixon will certainly~~ understand. ~~we will understand~~

Mr. Nixon would want me to extend his appreciation and very best wishes to you.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

Dear _____

As you know I had not planned to review my speaking schedule until _____, however, because of the great number of invitations which I have received for the fall/winter period I wanted to get back to you more quickly in order that you might not be unnecessarily inconvenienced.

Unfortunately, I will not have the pleasure of accepting your gracious invitation to _____. The fact that I have had such an extensive travel schedule of late has served to move ahead several long-standing commitments, the number of which is larger than I had estimated. Therefore, I find that I am unable to add to my speaking schedule for) _____ 1

I regret that this is the case, particularly because of your interest in having me. I shall look forward to another time in the future when I will have the pleasure of _____ (visiting your campus - coming to _____).

With every good wish,

Sincerely,

7-10-73
X
SPR TD

Dear _____:

Inasmuch as Mr. Nixon is abroad ~~at the~~
at the present time on the final segment of his world
fact-finding tour, I am taking the liberty of responding
to your letter of 11.

I know that, upon his return, Mr.
Nixon will greatly appreciate the cordial invitation
you have extended for him to 2

A

~~A-~~
Unfortunately, however, ~~xxxx~~ because of
his heavy travel schedule this Spring, his speaking
calendar through the Fall has already been completely
committed and, consequently, it will not be possible for
him to add any additional commitments in the month of
3.

B

~~B-~~
Unfortunately, however, in checking
his calendar for the month of 3, I see that
he has already accepted a previous commitment for the 3-31,
and, consequently, he will not have the pleasure of
_____.

Mr. Nixon, I am sure, will regret that
this is the case, particularly in view of your interest in having
him and he would ask.....

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

Dear _____

I regret very much that this letter brings with it the news that it is not going to be possible for me to accept your gracious invitation to _____.

As you may know, I was out of the country for almost the entire spring on a global fact-finding tour which made it necessary to carry over a great many invitations that had been extended for that period. My fall calendar, therefore, has become somewhat over-crowded with ^{these} long-standing commitments and, unfortunately, in planning for the months ahead, I find I am unable to take on any additional engagements.

While I will miss the pleasure of visiting _____ (city) _____ at this time I will certainly look forward to coming there sometime in 1968.

With appreciation for your interest in having me and with my very best wishes,

Sincerely,

The program for _____
sounds most interesting and I appreciate your
inviting me to participate in it. Unfortunately,
however, my schedule for _____ is already
completely committed and it will not be possible for
me to undertake any additional speaking engagements
in that period.

I do want to take this opportunity
to extend my very best wishes for what I know will be
a most successful program. ~~TH~~

With every good wish,

Sincerely,

I wish it were possible for me to accept the very gracious invitation of _____ to speak _____. Mr. _____ (name)'s letter was most persuasive and I am sure with his obvious talent for salesmanship he will have no difficulty in obtaining an outstanding speaker for the event.

Unfortunately, as I am sure you will understand, the demands of my legal practice are so heavy that I can undertake only a limited number of speaking engagements each month. Consequently, my schedule for _____ is already completely committed.

I regret that this is the case and I would appreciate it if you would express my thanks to _____ for sending me the invitation and my best wishes for a very successful meeting.

With kindest personal regards,

NIXON MUDGE ROSE GUTHRIE ALEXANDER & MITCHELL

20 BROAD STREET
NEW YORK, N.Y. 10005

212-478-6257

July 18, 1967

U.S. MAIL

PENNSYLVANIA ALLIANCE
WASHINGTON, D.C.
20022-2200

U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.
20250

TABLE APPROVED BY
U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.
20250

Mr. J. Robinson West
Chairman
Carolina Forum
The University of North Carolina
Chapel Hill, North Carolina

Dear Mr. West:

This letter is to let you know that I greatly appreciated your letter of July 11 and your continued interest in having me come to the University of North Carolina and participate in the Carolina Forum.

Unfortunately, I am again in the position of writing to let you know that it will not be possible to work this out at the present time. I will, however, be happy to hold your invitation in my pending file and in the event I am able to accept at some time later in the Fall or early in 1968, you may be sure I will be back in touch with you.

I want to take this opportunity to extend my very best wishes to you as you plan your program for the upcoming academic year.

Sincerely,

Richard M. Nixon

John, this is what I use the most....

the majority of the paragraphs are still good...

some have to be changed

I'm also attaching the cover sheet which

I use when I'm giving them to someone to

type... all you have to do is fill in the letter

for the various paragraphs and, in the space

provided, any additional info..

SPEAKING FORMS

N-M + 3

N-M Carbon*

x-

Spk t/d

State _____

State Pend

College Pend

Dear _____ :

Paragraph I _____

Paragraph II _____

Paragraph III _____

Closing _____

Dear _____:

(a) I greatly appreciated your gracious invitation to _____
and I wish I were writing with news I could accept.

(b) I greatly appreciated your invitation to _____.

(c) Your letter of _____ brought with it a
most enticing invitation to _____
and I wish I were writing with news that I could accept.

(d)..... I wish it were possible for me to accept your
invitation to _____.

(e) The invitation to address the _____
_____ is a most enticing one and I wish I were
writing with news I could accept.

(f) It was most thoughtful of you to write concerning the
invitation I received to _____.

(g)..... Mr. Nixon greatly appreciated the gracious invitation
you extended for him to _____.

(h) Mr. Nixon greatly appreciated your cordial invitation
for him to _____ during the
_____ academic year.

Paragraph II

- (a)... I know you will understand ^{however,} that since I was away from my office for an extended period during the 1966 campaign, the number of speaking engagements I can undertake in the months following is necessarily limited. Consequently, my speaking schedule for _____ has already been completely committed.
- (b) ... Unfortunately, because of commitments I have already made, I am unable to add to my speaking schedule for _____. Consequently, I will not have the pleasure of accepting your gracious invitation.
- (c) ... The invitation ^{is} sounds most interesting and I wish I could accept it. However, because of the heavy campaign schedule which I undertook during the Fall, my law practice must receive first priority in the months following. I know you will understand, therefore, why speaking assignments must be limited and, consequently, I am unable to add to my schedule for the month of _____.
- (d) ... Unfortunately, because of commitments I have already made, I am unable to add to my speaking schedule through _____. I know you will understand, too, with the demands of my legal practice, it is not possible for me to make commitments at this time for dates beyond that period.
- (e) ... Unfortunately, however, I have already accepted a previous commitment for that evening and, consequently, will not have the pleasure of joining you for _____.

(f) ... , Due to the fact that I will be on an extended trip abroad for the months of March and April, my schedule for _____ has already been completely committed. Consequently, I will not have the pleasure of _____.

(g) Unfortunately, with the demands of my legal practice, it is not possible for me to schedule speaking commitments more than two months in advance. I know you will understand that it is far better not to accept an invitation when there is any possibility that as the time nears I would have to back out. For this reason, I can only suggest that you go ahead with another speaker for _____.

(h) Unfortunately, due to heavy commitments for this period, he is unable to add to his speaking schedule during the _____ months and as much as he would like to, he is unable to accept your gracious invitation.

(i) ... Unfortunately, however, he has already accepted an invitation to _____ on that same _____ and, consequently, he will not have the pleasure

(j) ... While it is not possible for him to give you a definite commitment at this time, Mr. Nixon will be glad to keep your invitation in his pending file. In the event he has an opportunity to accept at a later date, you may be sure we will be back in touch with you.

Paragraph III

- (a) ... I will be glad to keep your invitation in the pending file and in the future if I am able to schedule a trip to _____ when it would be possible to appear before _____ we will be in touch with you again.
- (b) ... I regret that this is the case, and you may be sure that if in the future my schedule permits a visit to _____ that I will be in touch with you.
- (c)... I want you to know how much I have appreciated your invitation and I hope that some time in the future I will be able to schedule a visit to _____.
- (d) ... I regret that this is the case particularly because of the interest you have expressed in having me. I am, however, delighted to have this opportunity to send along my very best wishes for a most successful _____.
- (e) ... He, I know, looks forward to the time in the future when he will have the pleasure of visiting your campus.
- (f) ... I regret that this is the case _____.
- (g) ... Mr. Nixon would want me to include with this letter his appreciation for your interest in having him as well as his very best wishes for a most successful _____.
- (h) ... Mr. Nixon, I know, would want me to extend his very best wishes _____.

Closings.....

A. With every good wish,

Sincerely,

Richard M. Nixon

B. With best personal regards,

Sincerely,

Richard M. Nixon

C.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

d.

Sincerely,

Anne Volz
Secretary to Mr. Nixon

John, these are older forms which you might
be able to call into action..

Qaznxlirpx/Azmxm

Dear Mr. Stock:

Because of the great volume of mail which was on my desk when I returned from Europe earlier this month, this is the first opportunity I have had to answer your letter which arrived in my absence.

I greatly appreciated ~~xxxx~~ the invitation ~~wzh-yeu-~~
~~extended-on-behalf-of-the-Veterans-of-Fox-Road-Foreign-Wars-of-Fort---~~
which you extended for me to
~~Rzazxto~~ ~~xx~~ participate in the ~~xxxxxxx~~ ceremonies marking the
dedication of your VFW Home in Fort Plain on October ~~dxdx~~ 12 and 13.
Unfortunately, ~~due-to-the-demands-of-my-la~~ however, because of previous
commitments I have made for that weekend it will ~~xxxx~~ ~~bexxpxzxx~~ impossible
for me to accept your most cordial invitation.

I want to take this opportunity to extend my congratulatory
and best wishes to you and the other members of the Fort Plain VFW.

Sincerely,

Dear Mr. Tsimbinos:

Because of the great volume of mail which was on my desk when I returned ~~ea~~ from Europe earlier this month, this is the first opportunity I have had to answer your letter of August 5.

I greatly appreciated ~~youxxxxxxxxtaxxxxxx~~ the invitation which you extended on behalf of the Government and Law Society of the City College of New York for me to address the students and faculty. Unfortunately, however, due to the demands of my legal practice I am ~~albedo xxxxxx~~ accept only a limited number of speaking engagements and I find that my schedule for the balance of this year ~~ix~~ has already been completely committed. I would be glad to hear from you after the first of ~~xy~~ the year if you continue the series of talks and have open dates available.

With every good wish,

SHOW RN

Dear Mr. Bates:

Because of the great volume of mail which was on my desk when I returned from Europe earlier this month, this is the ~~xxx~~ first opportunity I have had to answer your letter of August 6.

I greatly appreciated the invitation which you extended on behalf of the Political Lyceum Committee of the General Student Senate of the University of Maine to take ~~x~~part in the program you have planned for the coming year. Unfortunately, however, due to the demands of my legal practice I am able to accept only a limited number of speaking engagements and I find that my schedule for the balance of this year has already been completely committed. I ~~would, however,~~ ^{enjoy ha} be glad to hear from you again ~~xxxxxxxxxxxxxxxx~~ after the ~~first of the year if you have dates open at that time---~~

~~xxxxxxxxxxxxxxxxxx~~ -- I would, I know, enjoy having an opportunity to participate ~~xxxx~~ in this program if a mutually convenient date could be worked out -- and if you will ~~be~~ contact my offi-

While it is ~~xxx~~ not possible for me ~~xxx~~ to make a definite commitment at this time, if you have open dates in the spring and would like to contact my office after the first of the year I would be pleased ~~xxxx~~ to give your invitation every consideration.

With every good wish

SHOW RN

Dear Mrs. Griffin:

Because of the great volume of mail which was on my desk when I returned from Europe earlier this month, this is the first opportunity I have had to answer your letter of August 5 renewing your invitation for me to speak before the Women's Republican Club of Evanston.

~~As my secretary, Miss Woods, informed you on the telephone, I will be unable to come to Evanston for the balance of this year because~~

You may be sure I greatly appreciated your writing as you did. However, due to the demands of my legal practice I am able to accept only a limited number of speaking engagements and I find that my schedule for the balance of this year has already been completely committed. As my secretary, Miss Woods, told you on the telephone, I have been keeping your invitation in my pending file and will be in touch with you when it is possible for me to come to your area to see whether we might work out a mutually convenient date.

I believe Miss Woods said you were leaving for Europe and I can only hope that you enjoy your trip as well as ~~the Nixon family~~ enjoyed theirs. *we all did.*

With every good wish,

Dear Oliver:

Because of the ~~xxxxxx~~ great volume of mail which was on my desk when I returned from Europe earlier this month, this is the first opportunity I have ~~xx~~ had to answer your letter of July 30.

Needless to say, I greatly appreciated being invited to speak at the quarterly meeting of the Management Club of Campbell Soup Company on November 12. However, since returning from Europe, I have been working on my schedule for the balance of the year and, unfortunately, find ~~xxxxxxx~~ ~~ixmxiixmox~~ I ~~xx~~ will be unable to come to Camden on November 12 because of a ~~xxxxixxx~~ commitment which ~~xxxxxxx~~ ~~ixmxiixmox~~ the law firm has made with one of our clients for that ~~xxxx~~ evening.

If at some future time your Management Club might be having a similar meeting which/might/fit in with my schedule you may be sure I would be ~~xxxx~~ pleased to accept their invitation.

With kindest personal regards,

Sincerely,

cc? Frank H. Terwilliger

P.S. Now that I am in the New York area I hope to have the pleasure of seeing you more often.

Dear Mr. Hutzelman:

Because of the great volume of mail which was on my desk when I ~~xx~~ returned from Europe earlier this month, this is the first opportunity I have had to acknowledge and thank you for your letter of July 24.

I greatly appreciated ~~your invitation~~ the invitation which you extended for me to ~~participate~~ come to Oberlin College in the next school year prior to the Oberlin MVck Convention. Unfortunately, due to the demands of my legal practice I am able to accept only a limited number of speaking engagements and I find that my schedule for the balance of this year ~~is completely~~ has already been completely committed. I am not too ~~xx~~ optimistic about the chances but I /will be glad to hold your invitation in my pending file and be in touch with you should there be an ~~xx~~ opportunity for me to come to Oberlin after the first of the year

With every good wish,

Dear Walter:

~~Rose-tells-me-that-your-assistant-called-~~
~~with-regard-to-your-letter-of-July-26-and~~

Because of the great volume of mail which ~~ix~~ was on my desk when I returned from Europe, this is the first opportunity I have had to acknowledge and thank you for your letter of July 26.

~~xRosenMaryxix~~ My secretary, Rose Mary Woods, tells me she talked with your assistant and told him it would be impossible for me to accept the invitation to come to ~~Onegonxtomdaxixaxaxwzngmefixmx~~ Salem, Oregon, to dedicate a wing of a hospital and then speak at the Knife and Fork Club that same evening. As you can well understand, due to the demands of my legal practice I am able to accept only a limited ~~xx~~ number of speaking engagements and I find that my schedule for the balance of this year ~~ixxaxkxaxx~~ has already been completely committed.

I am hoping to get down to Washington before too long and ~~kexx~~ shall look forward to the pleasure of seeing you at that time.

With kindest regards,

Sincerely,

RN

SPEAKING INVITATIONS -- FORMS

JUNE, JULY, AUGUST, 1963

Same first paragraph as General - Specific.

Due to the fact that I will be travelling in Europe this summer I shall be unable to accept your invitation.

Same last paragraph where it fits.

PRIOR TO EUROPE

same first paragraph as General - Specific date form.

As you may have noted, I am planning to spend two months in Europe with Mrs. Nixon and our two daughters this summer. As a result, the demands of my legal practice will be much heavier in the period immediately preceding our departure for Europe and I, therefore, am unable to schedule any additional commitments at ~~that~~ ^{the} time.

Same last paragraph where it fits.

MAKING INVITATIONS -----FORMS

General

Specific Date:

This is just a note to tell you how very much I appreciated your letter of _____ inviting me to (speak) (open) (participate in) _____ on _____.

Due to the other commitments I have already made for that (evening) (week) (day) I am unable to arrange my schedule to be with you at that time.

I would like to take this opportunity to extend my best wishes for a most successful meeting.

Anytime

Same first paragraph

Due to the demands of my legal practice and other commitments I have already made I am unable to add any additional speaking engagements to my schedule at this time.

(Same last paragraph if it fits -- usually won't)

Otherwise -- With every good wish,

March 20, 1963

· SPECIFIC DATE
APRIL OR MAY 1963

Dear Dr. Hart:

This is just a note to tell you how very much I appreciated your letter of March 6th inviting me to participate in the seminar sessions and symposia on the Duke University campus the weekend of April 26-27, when the new Law School Building will be dedicated.

However, due to the other commitments I have already made for that weekend I am unable to arrange my schedule to be with you at that time, much as I would like to have the pleasure of doing so.

I would like to take this opportunity to extend my best wishes for a most successful seminar program.

With kind regards,

Sincerely,

Dr. Deryl Hart
President
Duke University
Durham, North Carolina

Hart, Deryl (Dr.)

33 Jan - TD - Duke University seminar and symposia
Durham, North Carolina - April 26-27, 1963

x - Duke University

x - X-copy

form

Sgt
T. D.

Dear _____

Mr. Nixon is out of the country at the present time and will not return to New York until the end of this month.

In the meantime, however, I am taking the liberty of writing in order to let you know that unfortunately he has already accepted a previous commitment for A. ~~XXXXXXXXXX~~
He will regret that he will not have the opportunity to join you B.

~~XXXXXXXXXX~~, however, I know he would want me to include with this note his very best wishes for a C.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

Dear Ernest:

Because of the great volume of mail which was on my desk when I returned from Europe, this is the first opportunity I have had to acknowledge and thank you for your letter of July 26.

I greatly appreciated ~~xxxxxxxx~~ being invited to attend the annual meeting of the Board of Governors of the ~~Kx~~ Menninger Foundation in Topeka on October 4-5-6 and wish it were going to be possible for me to accept. Unfortunately, because of previous commitments which I have made for that period~~xwix~~ I will be unable to be with you on any one of those days.

I want to take this opportunity to extend my thanks and best wishes to you and the other ~~xxxxxx~~ members of the ~~Mxxxxxx~~ Menninger Foundation Board.

Sincerely,

Dear Mr. Guidera:

Because of the great volume of mail which was on my desk when I returned from Europe earlier this month, this is the first opportunity I have had to answer your letter of August 7.

I greatly appreciated the invitation which you extended on behalf of the Colgate University Young Republican Club for me to address the Colgate student body. Unfortunately, however, due to the demands of my legal practice I am able to accept only a limited number of speaking engagements and I find that my schedule for the balance of this year has already been ~~xxxxxxx~~ completely committed.

While it is not possible for me to make ~~xxxxxxx~~ a definite commitment at this time, if you have open dates in the spring and would like to contact my office after the first of the year I would be pleased to give your invitation every consideration.

With every good wish,

August 26, 1963

Chancellor Rufus B. von KleinSmid
Institute of World Affairs
University of Southern California
University Park
Los Angeles 7, California

Dear Chancellor von KleinSmid:

This is just a note to thank you for your letter of August 15 inviting me to address the Institute of World Affairs on Wednesday, December 4.

You may be sure I greatly appreciated receiving this invitation and I know I would enjoy having the opportunity to participate in the fortieth session of the Institute. Unfortunately, however, because of a previous commitment here in New York on December 4 I will be unable to be with you on this occasion.

With every good wish,

Sincerely,

Richard M. Nixon

Enclosed By	Mailed By	Delivered By	Delivery No.

SPEAKING INVITATION - TD
x copy vonKLEINSMID, Rufus B.

*To be
adopted*

(Congressman)

Dear _____:

As I told you when I saw you at Ev Dirksen's birthday party, I greatly appreciated your invitation to keynote the Harvard, Illinois, Milk Day celebration on Saturday, June 4th.

The invitation sounds most interesting and I wish I could accept it. However, because of the heavy campaign schedule I am undertaking during September and October, I have reluctantly found it necessary to limit the number of appearances I can make during the next several months. Consequently, I shall be unable to come to Illinois on June 4.

I regret that this is the case particularly because of the interest you have expressed in having me, and I hope I can visit your district at a later date.

With best personal regards,

Sincerely,

S/N

November 13, 1964

Mr. Richard P. Day
Bankers Life of Nebraska
Lincoln, Nebraska

Dear Mr. Day:

There is no state in the union toward which I have a warmer feeling than Nebraska, the No. 1 Nixon state in 1960. Also, I would particularly welcome the opportunity to appear in behalf of our mutual friend, Carl Curtis.

At this time, however, I do not see how I can consider a trip to Nebraska during the Lincoln Day period. The very heavy schedule I undertook during the recent campaign occasioned an absence of five weeks from my office. Consequently, in fairness to my partners, my speaking schedule for the next few months is going to have to be a very restricted one.

If you should be planning another meeting later in the Spring, or possibly even next Fall, I would be glad to make every effort to come to Nebraska at that time.

With every good wish,

Sincerely,

Richard M. Nixon

N-M
3 copies

Spk
T.D.
Pend

Dear Mr. Stassen:

I greatly appreciated your writing to reaffirm
of the Harvard Law School Forum
~~your invitation~~ the invitation for me to address the Harvard
community. ~~I wish to be responsible for my own~~
~~for this~~

You may be sure I would greatly enjoy having
the opportunity to ~~accept~~ accept this invitation
and hope to be able to do so at a later date. It is impossible
for me to add to my Spring schedule because of the necessity
to try a case before the Supreme Court the latter part of
this month. Because of this case I have had to move all of the
~~schedule~~ commitments I had made for April into the May and
June period and, consequently, my schedule for the balance of
the Spring term is completely committed.

After the November elections, I would be glad
to try to work out a mutually convenient time for a ~~visit~~
a visit to Harvard.

With best wishes,

Sincerely,

Other than Congressmen, State
Chairman, National Committeemen
etc.

Suggested Form

Fall
Speaking Invitations - 1966

(Ones we want to turn off completely)

Dear _____:

Your letter of _____ has been given
to me for acknowledgment inasmuch as I have the responsibility
for handling Mr. Nixon's schedule.

You may be sure he appreciated your inviting
him to speak in _____. However, I know you will
understand that because of the number of invitations he is
receiving to come into individual Congressional Districts
during the 1966 campaign he cannot make any commitments
at this time. His schedule for this period will be worked
out next summer after consultation with Chairman Bob Wilson
and other members of the Congressional Campaign Committee.

Mr. Nixon, I know, would want me to extend his
best wishes to you.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

(Other than Congressmen, State Chairmen,
National Committeemen, women, etc.)

Suggested Form

Speaking Invitations - Fall 1966

(County Chairmen, etc. that we do not want
to turn off too abruptly)

Dear _____:

Your letter of _____ has been given to me for acknowledgment inasmuch as I have the responsibility of handling Mr. Nixon's schedule.

You may be sure he appreciated your inviting him to speak in _____. However, I know you will understand that because of the number of invitations he is receiving to come into individual Congressional Districts during the 1966 campaign, he cannot make any commitments at this time. His schedule for this period will be worked out next summer after consultation with Chairman Bob Wilson and other members of the Congressional Campaign Committee.

Since you are quite properly planning well in advance, I would suggest you might like to invite a speaker who could accept your invitation at this time.

Mr. Nixon, I know, would want me to extend his best wishes to you.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

When we have a specific commitment
for that date

Dear _____:

Mr. Nixon greatly appreciated the cordial invitation you extended for him to (speak) (attend) (appear) (what-ever) at or (in) or (on)_____.

Unfortunately, however, he ~~ixxx~~ has already accepted an invitation to (speak) (appear) or (what-have-you) before _____ (or) in _____ or (before the _____ (organization) in) _____) that same ~~evening~~ (evening) (day) and, consequently, ~~with~~ he will not have the pleasure of being with you on that occasion (or) ~~with~~ (for your dinner meeting) (or) for what appears to for what I am sure will be a most stimulating and interesting event (evening).

*for your
50 At dinner
Nixon*

ACADEMIC COLLEGES

Dear _____:

Mr. Nixon greatly appreciated the (cordial) invitation you extended for him to come to (name of college) to address ~~(student body)~~ (student body) (Young Republican Club) (whatever name of organization within college).

Unfortunately, however, his speaking schedule for the balance of the academic year has already been committed and, consequently, he will ~~not~~ not

have the pleasure of ~~coming to~~ coming to

accepting your invitation
(name of college) during that period.

He, I know, would want me to extend his best wishes to you.

or (whichever appropriate)

He, I know, would want me to extend his best wishes to you and the other members of the Whiter.

y - R - Club

*Speaking T/D - former
European trip*

March 4, 1963

*RMW
copy*

Mr. J. L. Berfield
Florida Nitrogen Company
Post Office Box 2619
Tampa, Florida

Dear Mr. Berfield:

This is just a note to tell you that Mr. Nixon greatly appreciated the cordial invitation you extended for him to address the banquet meeting of The Purchasing Agents' Association of Florida on July 19th.

He regrets very much that he will not be able to accept it because of plans he has made to be out of the country at that time.

Mr. Nixon would have liked to have written to you himself but due to the demands of his private practice he is unable to respond personally to the large volume of mail he receives on public matters.

He would, I know, want me to extend his best wishes to you.

Sincerely,

Rose Mary Woods
Secretary to Mr. Nixon

Berfield, J. L.

Invitation - speaking - TD - Florida - July 19, 1963
x - x-copy

188

December 8, 1967

Dear John:

I have learned through my good friend, John Lodge, of your very kind invitation for me to be your guest of honor at the East Haven Republican Town Committee victory dinner-dance on Saturday, January 6.

I wish this letter were bringing with it the news I could accept. Unfortunately, I have a previous commitment for that evening.

I regret that this is the case particularly because of the interest you have expressed in having me and I want to take this opportunity to extend my very best wishes to you.

Sincerely,

Mr. John Esposito
Chairman
Republican Town Committee
23 Edwards Street
East Haven, Connecticut 06712

cc: The Honorable John D. Lodge

December 8, 1967

Dear George:

Lin Holton has told me of your very kind invitation to speak to the East Tennessee Section of the Tennessee Bar Association at their mid-winter meeting at Gatlinburg, January 26.

I wish this letter were bringing with it the news I could accept. Regretfully, however, my schedule for the month of January is so over-crowded that I find it will not be possible for me to add any further dates to my calendar.

I do want to take this opportunity to extend my best wishes for what I know will be a most successful meeting.

With every good wish,

Sincerely,

Mr. George E. Wilson
P. O. Box 431
Harriman, Tennessee 37748

RICHARD M. NIXON
810 FIFTH AVENUE
NEW YORK, N. Y. 10021

October 10, 1967

Dear :

I want you to know how deeply all of us appreciated your very thoughtful letter.

My mother had a very special place in our hearts and your remembering her in this way meant more than I can say.

Sincerely,

X
X
X

Subject: RMN-Condolence Letter - Letter

Tape # 5 Ref. Code # 1

Margins 17 - Tabs 28-40

ASC or STC

S/S or D/S

PLAY or ADJUST

MEMORANDUM

TO: DWIGHT L. CHAPIN

FROM: HUGH SLOAN

DECEMBER 10, 1968

SUBJECT: TELEPHONE CONVERSATION WITH MR. HEUER.

*File Gov
Scranton Spec.
Lund with Ra
on 12/13/68*

Mr. Heuer, Governor Scranton's Middle East Trip coordinator called this morning to inform us that Governor Scranton will arrive JFK tomorrow afternoon and will then fly to Wilkesboro, Pennsylvania. Mr. Heuer would like to be able to relay to the former Governor at that time the President-Elect wishes, in terms of a briefing on the Middle East Trip.

It was suggested that Governor Scranton would need to rest and to pull his thoughts together prior to such a briefing. It was further suggested that he might brief the President-Elect and the new Secretary of State

1- What does Kissinger recommend Scranton do upon his return.

*Recommend ① Friday or Sat
with RMN, new Sec of State, &
Dr. Heringer.*

*② separate report to the outgoing
Sec of State.*

December 17, 1968

File
Secy Stans
file

Meeting with Mr. Stans

Mr. Stans is aware that you wish to give a dinner in honor of him and Secretary Kennedy in New York City during the first couple of weeks in January.

We have asked Mr. Stans to provide us with a list of 50 top people from the business and financial community. The point has been made that these men do not necessarily have to be RN contributors.

Dwight Chapin

MEMORANDUM

November 25, 1968

TO: DWIGHT CHAPIN
FROM: BOB HALDEMAN
RE: PERSONNEL: H. TASCA and J. BEAM

RN talked with Robert Murphy regarding Henry Tasca and Jacob Beam. Murphy explained the problem in bringing them back and it was agreed that we would hold up on this for the time being. He did ask Murphy to check to see if there was any chance of Tasca coming home home for Christmas or around that time.

It was left that Murphy will try to set up meetings as soon as it is possible.

H

*File one copy
Under Tasca
another Xerox
Beam -
another copy
under appointments
Pending*

*File
in Secy
Volpe's computer
file*

December 13, 1968

The Secretary of Transportation-Designate,
John W. Volpe
Office of the Governor of Massachusetts
Boston, Massachusetts

Dear Governor:

After the Mayors' meeting in New Orleans the other day, Governor Agnew rode out to the airport with Mayor Bramin of Seattle. At that time, Mayor Bramin mentioned there were a number of Mayors who were disturbed that they had not been consulted by the President Elect concerning who he planned to appoint to the position of Secretary of Transportation. According to Governor Agnew, Mayor Bramin is a transportation expert and evidently felt he should be consulted.

It has been recommended that you give Mayor Bramin a call and let him know you welcome any views that he may have regarding the Department of Transportation.

Thank you and, once again, congratulations.

Sincerely,

Dwight L. Chapin
Special Assistant to
the President Elect

DML:ew

MEMORANDUM

TO: H.R. HALDEMAN
FROM: DWIGHT L. CHAPIN
DECEMBER 10, 1968

*File Under
Secy Seattle Volpe*

RE: PHONE CALL FROM GOVERNOR AGNEW

Governor Agnew called this morning and covered the following: (Why he called me, I don't know --I suggested to him in the future he call you on matters such as follows).

1. STA rode to the airport yesterday with Mayor Bramin of Seattle (" Besides Lindsey our only big city mayor"). There is a group of 20 mayors who are upset they have not been consulted about the Secretary of Transportation appointment (~~annote~~ *according to* STA Bramin is a transportation expert). They are, also, concerned about a Highway Commission appointment. The Governor recommends a call to Bramin.

_____ Volpe call Bramin

_____ Ehrlichman call Bramin (because of Seattle)

_____ Drop.

2. Let RN know Governor Boe has accepted OEO (or is it OEP) --anyway---whichever was affected.

DLC

OFFICE OF THE PRESIDENT-ELECT

Richard M. Nixon

WASHINGTON, D.C.

Arle

January 4, 1969

ACTION
RECEIVED
DATE RECEIVED
JAN 07 1969
OFFICERS
SECRETARY BUREAU
OTHER
APPOINTMENT OFFICE

MEMORANDUM

TO: ALL PRESIDENT-ELECT NIXON CABINET OFFICERS

FROM: JOHN C. WHITAKER

RE: Requests for speaking dates and/or personal appointments.

Attached are (a) speaking invitations and/or (b) appointment requests that the President-Elect has received and has been unable to accept because of his heavy schedule. These requests have been acknowledged by the President-Elect and are being forwarded to you for appropriate action by your Department.

According to your own discretion, this action would include accepting the speaking engagement or appointment yourself, or finding an appropriate substitute such as a sub-Cabinet officer.

Sincerely,

 John C. Whitaker
 Cabinet Secretary

bcc: Mr. Dwight Chapin

(Nothing from attached - Ray)

OFFICE OF THE PRESIDENT-ELECT

Richard M. Nixon
WASHINGTON, D.C.

Fale

January 4, 1969

JAN 07 1969

MEMORANDUM

TO: ALL PRESIDENT-ELECT NIXON CABINET OFFICERS
FROM: JOHN C. WHITAKER
RE: TASK FORCE MEETINGS FRIDAY, JANUARY 10 and
SATURDAY, JANUARY 11

MEMBERS BOARDING
OTHER
APPOINTMENT OFFICE

The President-Elect has asked that each Cabinet Officer meet with one or more Task Force members according to the below listed schedule.

Members of the President-Elect staff as indicated are also expected to meet with various Task Force groups at the same time.

Please also note that there are Cocktails at 6:00 P.M. in the Sapphire Room and dinner at 7:00 P.M. at the Coronet Room, Hotel Pierre, with the President-Elect honoring the Task Force members. This event is stag -- informal.

Sincerely,

John C. Whitaker

John C. Whitaker

TASK FORCE MEETINGS SCHEDULE:

Friday, January 10:

9:00 A.M. Hotel Pierre, Room 1616
Task Force #15 - Secretary Mitchell
Dr. Moynihan

11:00 A.M. Hotel Pierre, Room 1616
Task Force #13 - Secretary Finch
Dr. Moynihan

- M O R E -

Friday, January 10 (Cont'd.):

- 2:00 P.M. Hotel Pierre, Room 1616
Task Force #10 - Secretary Finch
Dr. Moynihan
- 4:00 P.M. Hotel Pierre, Room 1616
Task Force #9 - Secretary Rogers
Secretary Blount
Mr. Mayo, Dr. Moynihan,
Dr. Kissinger and Mr. Harlow
- 4:00 P.M. Hotel Pierre, Bedroom of Room 1616
Task Force #16 - Secretary Finch

Saturday, January 11:

- 9:00 A.M. Hotel Pierre, Room 1616
Task Force #7 - Secretary Volpe
Secretary Stans
Dr. Moynihan
- 9:00 A.M. Hotel Pierre, Sapphire Room
Task Force #2, #3 and #5 - Secretary Kennedy
Mr. Mayo and
Dr. Moynihan
- 11:00 A.M. Hotel Pierre, Room 1616
Task Force #8 - Secretary Hickel
Secretary Hardin (since Sec. Hardin
has a conflict, he may wish to
send a designate)
- 11:00 A.M. Hotel Pierre, Sapphire Room
Task Force #6, #18, and #19 -
Secretary Romney
Secretary Finch
Secretary Stans
Dr. Moynihan
Mr. Brown
- 2:00 P.M. Hotel Pierre, Room 1616
Task Force #4 - Secretary Shultz
Secretary Finch
Secretary Blount
Dr. Moynihan

- M O R E -

Saturday, January 11 (Cont'd.):

2:00 P.M. Hotel Pierre, Sapphire Room
Task Force #11, #12 and #23 - Secretary Kennedy
Secretary Rogers

2:00 P.M. Hotel Pierre, Bedroom of Room 1616
Task Force #21 - Secretary Mitchell

4:00 P.M. Hotel Pierre, Room 1616
Task Force #1 - Secretary Kennedy

4:00 P.M. Hotel Pierre, Sapphire Room
Task Force #14, #17 - Secretary Laird
Dr. Dubridge
NASA Chief- Mr. Thomas O.
Paine

cc: Mr. Haldeman
Mr. Ehrlichman
Mr. Stuart
Mr. Klein
Dr. Moynihan
Dr. Kissinger
Mr. Brown
Dr. Dubridge
Mr. Harlow
Mr. Chapin
Mr. Paine

END

TASK FORCE DESCRIPTIONS

1. Tax Legislation
2. Inter-governmental Fiscal Relations
3. Federal Lending and Loan Guarantee Programs
4. Manpower-Labor Management Relations
5. Fiscal Policy
6. Housing and Urban Renewal
7. Transportation
8. Resources and Environment
9. Government Organization
10. Public Welfare
11. Inflation
12. International Economic Policy
13. Education
14. Science
15. Crime and Law Enforcement
16. Health
17. Space
18. Voluntary Action
19. Urban Affairs
- 20.
21. Production and Competition
22. Youth
23. International Trade

① Dwight - FYI ② file - Whitaker memos
OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 26, 1968

MEMORANDUM

TO: ALL PRESIDENT-ELECT NIXON'S CABINET OFFICERS

FROM: JOHN WHITAKER, CABINET SECRETARY

Dr. (Colonel) Walter Tkosh will be the White House physician and the President-Elect would like each Cabinet Officer to be advised that Dr. Tkosh is also available to the Cabinet and their wives for medical attention.

In the near future, we hope to advise you of other Government medical facilities for use of the Cabinet and the sub-Cabinet and we will advise you on this subject as soon as possible.

Sincerely,

John C. Whitaker

John C. Whitaker
Cabinet Secretary

bcc: Haldeman
Ehrlichman
Harlow
Chapin ✓

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SPEAKERS BUREAU _____
OTHER _____
APPOINTMENT OFFICE

① Dwight FYI ② Whitaker memos
OFFICE OF THE PRESIDENT-ELECT
RICHARD M. NIXON
WASHINGTON, D.C. C

December 24, 1968

MEMORANDUM

TO: ALL PRESIDENT-ELECT NIXON'S CABINET OFFICERS
FROM: JOHN WHITAKER, CABINET SECRETARY
RE: JANUARY 7 HOUSE BREAKFAST AND SENATE LUNCHEON

At the House breakfast, the format will probably be as follows: The senior Congressman for each State will introduce the Cabinet Officer from his State and each Cabinet Officer would probably be asked a question something like, "What do you believe are the greatest opportunities and challenges in your area of responsibility?" The response should be of the order of two to three minutes. After these specifics there will be questioning by the Members for the remainder of the time. The tables will probably be arranged for the breakfast so that each Cabinet Officer is seated with the senior House members directly concerned with his Congressional position. The meeting should adjourn by 10:30 A.M.

At the Senate luncheon at 12:30 P.M., because there are only forty-three Republican Senators, the meeting will most likely be less formal and I imagine that each Cabinet Officer will be expected to make a few minutes remarks on his Department.

Sincerely,

John C. Whitaker
John C. Whitaker
Cabinet Secretary

bcc: Baldeman
Ehrlichman
Harlow
Chapin ✓

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APPOINTMENT OFFICE

MEMORANDUM

December 20, 1968

TO: President Elect Nixon's Cabinet Members
FROM: John C. Whitaker, Cabinet Secretary

File Jew memo

ACTION
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OTHER
APPOINTMENT OFFICE

Friday, January 10, and Saturday, January 11 (firm and confidential at this time). Will you please make every effort to clear your calendar for all-day meetings in New York City to meet with the President Elect's Task Force Groups for detailed discussions. In some cases, you will be asked to attend more than one Task Force session during this two-day period.

A detailed agenda will be developed and forwarded to you as soon as possible. As indicated in my December 19 memorandum, there will be an informal stag dinner with the President Elect honoring the Task Force members on Saturday evening, January 11.

There may be conflicts on Friday, January 10, with individual Senate Confirmation Hearings, which we will do our best to have resolved.

Sincerely,

John C. Whitaker
John C. Whitaker

JCW:ew

cc: Mr. B. H. Harlow
Mr. J. Harlickman
Mr. H. R. Haldeman
Mr. D. L. Chapin

OFFICE OF THE PRESIDENT-ELECT
Richard M. Nixon

450 Park Avenue
New York, N.Y. 10022
(212) 661-6400

MEMORANDUM

December 19, 1968

TO: All President-elect Nixon's Cabinet Members

FROM: John Whitaker, Cabinet Secretary

It would be appreciated if you would attempt to clear your calendar for the following firm or tentative dates in January:

Tuesday, January 7 (Firm) 8:30 AM-10:30 AM--Cabinet members will be the breakfast guests of the 192 Republican House Members - Room B337-339, Rayburn Building. Probably each Cabinet member will be seated at a table with House members, with interests related to your Department. If further information is required, please contact Mr. Robert Hartmann in House Minority Leader Gerald Ford's office, area code 202 - 225-4641.

Tuesday, January 7 (Firm) 12:30 PM-2:30 PM--Cabinet members will be the luncheon guests of the 43 Republican Senators - Room S-207, Capitol Building, Senate side, hosted by the Senate Republican Policy Committee. If further information is required, please contact Mrs. Glee Gomien in Senate Minority Leader Everett Dirksen's office, area code 202 - 225-3135.

Saturday, January 11 (Firm) Confidential information at this time. Dinner with the President-elect honoring Presidential Task Force members in New York City. Stag - informal dress. Place and time still pending.

Wednesday, January 15 (Very tentative and confidential) Arrive at Williamsburg, Virginia in the evening and include in your party any sub-Cabinet officers-designate, legislative liaison officer-designate, information officer-designate and counsellor-designate that have been selected at that time. There will be no meetings that evening.

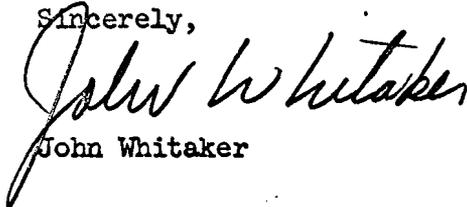
Wednesday, January 16 (Very tentative and confidential) All-day meeting with the President-elect and his staff at Williamsburg, Virginia.

Transportation arrangements to and from Williamsburg should be made individually. Housing arrangements will be taken care of by the President-elect's staff. If this meeting firms up, I will be back in

touch with you to obtain the names and number of personnel you are bringing to this meeting. Stag, informal dress.

Senate confirmation hearings could begin as early as January 8th and at the January 7th Senate luncheon, you will be briefed on the timetable for your Senate hearing.

Sincerely,

A handwritten signature in cursive script that reads "John Whitaker". The signature is written in dark ink and is positioned above the printed name.

John Whitaker

JCW:eo

bcc: Bob Haldeman
John Erlichman
Bryce Harlow
Dwight Chapin