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29th June 1937.

Dear Sir Arthur,

You will remember that last year we had the Presentation of Certificates to the International Students in our large hall and that you approached it by the garden and sat on the platform. Would the same arrangement suit you for this year, or would you prefer to have it in the smaller hall near the Main Entrance, where you sit on the floor level and not on the platform? It is expected that the numbers attending the Presentation will be larger than usual and that is why the big hall is suggested, but if you prefer the small hall that would be our first consideration.

I will ring up your Secretary for your answer some time to-morrow.

Yours sincerely,

Secretary.