

N.B.—All communications relating to the business of this Office should be written upon FOOLSCAP PAPER and sent in envelopes addressed to—



"THE SECRETARY,
DEPARTMENT OF SCIENCE AND ART,
LONDON, S.W."

Postcards or letter cards should not be used.

In referring to this letter the following number should be quoted.

No. S. 57203/96.

Department of Science and Art, London, **S.W.**

(Telegraphic address, "Science Art, London.")

The name *in full* of the School or Class, as well as the *Number*, should be distinctly written at the head of all communications relating to Schools or Classes of Science and Art.

Each communication should relate to one subject only. Every letter containing enclosures should enumerate them specifically, with a line in the margin for each.

The postage need not be prepaid.

Cheques and Post Office Orders should be made payable to the "Department of Science and Art," or order, crossed "Account of the Department of Science and Art—not negotiable."

12th November, 1896.

Madam,

I am directed to acknowledge the receipt of your letter of the 30th ultimo, and to inform you in reply that when the list of names of those who have obtained the Bedford College Certificate for Hygiene is received by the Department, the names will be noted. When application is made by a Local Committee for the services of anyone whose name appears on the list, the question of recognising such person as qualified to earn payments from the Department will receive favourable consideration.

I am,

Madam,

Your obedient Servant,

Miss L. J. Russell,

8 and 9 York Place,

Baker Street,

W.

Edward Belshaw