



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
1100 EAST 58TH STREET, CHICAGO, ILLINOIS 60637

OFFICE OF THE DEAN

1100 EAST 58TH STREET, CHICAGO, ILLINOIS 60637

Dear Mr. [Name]:

Enclosed for you are the following items:

1. A copy of the report of the [Committee] on the [Subject].

2. A copy of the minutes of the [Committee] meeting held on [Date].

3. A copy of the [Document] prepared by the [Committee].

4. A copy of the [Document] prepared by the [Committee].

Very truly yours,

[Signature]

cc: [Name], [Name], [Name]

[Signature]