Whatever stationery is required for your office will be forwarded upon your requisition. No stationery is to be purchased locally without the sanction of the Department. A sample of what is required should, when possible, be forwarded.

All letters should be of foolscap size, duplicates thereof to be kept on record in your office.

Only one subject should be dealt with in each letter. All documents sent to the Department should be accompanied by a cover ing letter, and all correspondence should be addressed to the Secretary, Department of Indian Affairs, Ottawa. No postage is required for to be paid.

Any information which has not been touched upon in this letter, and which the Department is able to give, will be gladly furnished at your request.

Your obedient servant,

Secretary.