

9. How should all replies, remarks, etc., arising out of an original letter be put?

In the form of minutes. (1) The minute following the original letter the person affecting it marking the letter and his own minute. (2) all minutes will be numbered in sequence all to be numbered in red ink if possible.

10. How should official letters be addressed to officers?

Never by name but by the designation of the position held by the officer address 1.

11. Write an official letter asking to take a course and put the minutes of different officers whom it will pass through.

(1)

From Lieut. A. B. Brown, 110th Regt.,

To Officer Comd'g, No. 8 Co., 110th Regt.,

Halifax, N.S., 1st December, 1904

SIR:—

I have the honour to apply for permission to attend the course of instruction which commences at No. Regt. Depot, R. C. R., on 1905, for the purpose of obtaining a captain's certificate.

I shall require transportation from

I have the honour to be, Sir,

Your obedient servant,

A. B. BROWN, Lt.,

110th Regt.

(2)

To O. C. 110th Regt.

Forwarded and recommended.

A. M. SMITH, Capt.,

Comd'g No. 8 Co., 110th Regt.

Halifax, N.S., 1st Dec., 1904.