

- (iii) that the envelopes used to send these to the Ottawa Police be pre-addressed by means of an addressograph plate;
- (iv) that an officer need not sign these. *Done. Circ Note B-145 Feb 46*
- (b) That missions be informed that letters to Protocol Division regarding diplomatic infractions in Ottawa will no longer be necessary.
- (c) That on receipt of the monthly Police list of all C.D. parking violations:
- (i) that a form letter be sent to each mission with one or more infractions. A text for such a letter is suggested as follows: *3rd person note*

"During the past month, the drivers of vehicles with the C.D. licence plate numbers listed below have committed parking violations which have not been settled as reported by the Ottawa Police Department. All efforts you may make towards reducing the number of infractions would be appreciated. For these particular infractions, we will undertake to have the proceedings discontinued.

- in cases where reported offences occur

Licence No.	309	-	2	violations
"	"	311	-	3
"	"	315	-	1

(Signed)"

- (d) That a letter be sent once a month to the Police Department, *Done* together with a copy of their list of infractions, certifying that appropriate measures have been taken.