

each year, the first instalment whereof will become due on the day of next, and as security for such payments, I hereby create a first mortgage and charge upon the said homestead according to the provisions of the said Act.

And I, E. F., the wife of the said A. B., hereby bar and relinquish my right of dower upon the said homestead in favor of the said C. D.

In witness whereof, the parties hereto have executed these presents in duplicate this day of

CORRESPONDENCE WITH OFFICIALS.

Observance of the following hints for conducting correspondence with officers connected with the Department of the Interior will save time and trouble to the official staff, facilitate the submission of applications for decision, and, consequently, tend to diminish the period in which replies may be looked for:—

1. Do not address letters on official business by name to the Minister, or any one else connected with the Department, as letters so personally addressed may be deemed private correspondence, and, in the possible absence of the person to whom they are directed, remain unopened till his return.

2. All letters to the authorities at Ottawa on land matters should be addressed, in a plain hand, to

*The Secretary
Department of the Interior,
Ottawa.*

No stamp is required for letters directed to the head office at Ottawa, such communications being "free."

3. In correspondence with any of the outside Offices, a letter should be addressed as follows:

The Dominion Lands

Commissioner,

Winnipeg.

Three
cent
Stamp

The Local Agent,

Dominion Lands Office,

.....

Three
cent
Stamp

In these cases the ordinary postage rules apply.

4. Write in a concise and courteous manner, upon foolscap paper, on one side of the paper only, leaving a margin at least an inch on the left hand side.

5. In the right-hand top corner of the first page write distinctly the official name of the post office to which a reply is to be addressed, together with the date of your letter. If the matter occupies more than one page, see that the pages are numbered; and be sure that your signature is legible.

6. Never deal with more than one subject in a single communication; but write a separate letter for each.

7. On receiving a reply, if you respond to it, do not fail to quote the reference number of the official file, which you will observe in the left hand top corner of the first page, (i. e.), at the head of your letter put—In reply to No.

8. Keep copies of all your correspondence with the Department or Local Offices.

9. All remittances to pay for Dominion lands should be made in lawful money of Canada, by registered letter. A Dominion Lands Officer is not bound to accept any one's cheque.