

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND THE UNITED STATES DEPARTMENT OF
AGRICULTURE, COOPERATING.

EXTENSION DIVISION,
VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE.

Blacksburg, Va.
Aug. 11, 1921.

Mr. Chas. E. Seitz,
Blacksburg, Va.

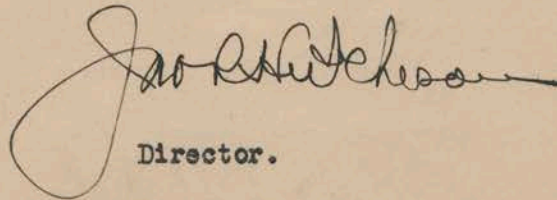
Dear Sir:-

The time has come again for the submitting of your regular annual report. I am sending you herewith outlined suggestions for this report which I would be glad if you would follow as closely as possible. I expect you to make the report for your whole department. Have it cover the period from July 1st. 1920 to June 30th. 1921.

I wish you would start work on this report just as soon as possible as I have to have it before I can make up my annual report. Please write me what you think is the earliest date that you can get this report in my hands. I must have it by October 1st.

With best wishes, I am,

Yours very truly,



Director.

JRH/MG

Enclosure.