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January 25, 1990

Dr. Howard Snyder
United Theological Seminary
1810 Harvard Blvd.
Dayton, OH 45406

Dear Dr. Snyder,

It was good to speak with you on the telephone yesterday. I am glad that you are coming to Wilmore next week.

I thought perhaps I could set up an appointment for you with our computer person. I have already spoken with him. He said he could be available on Friday if I would just let him know when.

I have already given to him the specific instructions you sent me earlier. I think he needs to talk with you in order to set this up.

Also, I made a deposit yesterday of \$740.50. I have retained the deposit slip here just in case this letter passes you on your way to Wilmore.! You can pick it up with the other things needing your attention when you arrive.

I hope to see you soon.

Sincerely,

(Rev.) Shirley Hoffmann
Office Manager