

[transcribed on 2020-05-08 by Laura Habecker]

January 19, 1921

Mr. Leonard Claire,  
Alfred Station, New York,

Dear Mr. Claire:-

In reply to your note. The books do not show that the bill in October has ever been paid. As regards the last bill, you make a list of five items but do not send but three weigh-slips. I enclose the State forms and ask you to please sign them as usual on the three lines marked "CLAIMANT" and also the affidavit on the back of the original. Then if you will return them to me, together[eraser smudge] with the missing slips and also the slips for the October bill, I will transfer the items[eraser smudge] onto the forms and pass the bill for payment.

Yours very truly,

Secretary,  
New York State School of  
Clay-Working & Ceramics.