

September 25, 1963

Miss Margo Helm
Jack Tar Hotel
Van Ness at Geary
San Francisco, California

Dear Miss Helm:

I should like to use the Pacific Heights Room for the afternoon and early evening of October 6th. I anticipate between 20 and 30 participants, and would appreciate the availability of a blackboard. The sessions will probably go on until 7:30 p.m. at which time I shall ask the participants to adjourn to one of your dining rooms. I should like to make arrangements for such adjournment after the participants have met and I can call you about 4:00 p.m.

We will not need catering service in the Pacific Heights Room.

Sincerely yours,

Max Fink, M. D.
Director

MF:aw