February 15, 1940

Anderson-Clayton & Co.
20 Ivy Street
Atlanta, Georgia

Gentlemen:

Attention of Mr. Levy

Effective immediately, please notify all your employees that they are not to leave any cotton, wrapped or unwrapped, in the downstairs lobby or on the sidewalk in front of the Ivy Street building. This notice is to apply to cotton going out of the building or coming into the building.

Please notify all express or transfer agencies of this decision so that they may deliver to your sixth floor, or to your employees, who may in turn make the delivery continuous, without at any time placing any cotton, wrapped or unwrapped, in the lobby space on the first floor.

This notice, of course, is in keeping with the lease you signed, and action is after consultation with the legal representative of the Board of Regents. A guard is to be stationed at the building entrance to enforce this notice with your employees.

Yours truly

GMC. M. EVANS
Director

GME:M

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Yours truly

GEO. M. SPARKS
Director

GMS:h

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