

May 7, 1941.

Mr. Albert S. Low,
Chief Engineer,
Austin Construction Company,
Fort Worth, Texas.

Dear Mr. Low:

First, may I apologize for further burdening you as I know you are besieged with applications for jobs from all sides. However, I am extremely anxious to help Miss Katharine G. Terrell, 1700 Virginia Place, Telephone 7-1656, find employment.

Miss Terrell has been employed in my oil office for the past thirteen months as secretary to Major John W. Naylor and her services have been most satisfactory. Since Major Naylor has been called into active service and the date of his return to the office is indefinite, I do not have a place where I can use Miss Terrell and have suggested to her that she might better her condition by seeking employment elsewhere, which she has done with my full consent and approval.

It is my understanding that she has made application with your Company and I am writing you in her behalf with the hope that you will find it possible to give her a position somewhere in your organization. Miss Terrell is a woman of excellent character and habits and if you have a place for her in your organization, I am sure you will find her a most loyal and conscientious employee.

I shall appreciate very much any courtesies shown her.

Thanking you, I am

Sincerely,

AGC.KD