

July 22, 1935.

Dr. William C. Douglas,  
Biltmore Hotel,  
Los Angeles, California

Dear Dr. Douglas:

Mr. Fortas has informed me that you will require space to accommodate approximately 100 people for a hearing to be held in Los Angeles. In order to secure this space I suggest that you contact Mr. Henry B.R. Briggs, Acting Postmaster of Los Angeles. Mr. Briggs is President of the Los Angeles Federal Business Association and will be able to assist you in making arrangements for loan of any available space in a Federal building.

If no suitable space is available in a Federal building you are authorized to rent space elsewhere temporarily. If the probable cost of rented space will exceed \$50.00 you should get telephone or oral quotations from three or more firms having space meeting your requirements as to location, size, etc., and rent from firm making the lowest bid on space meeting your requirements. Of course, should you find a suitable room is available for less than \$50.00 for the period it will not be necessary to ask for other bids.

There are enclosed voucher forms to be submitted by the firm from whom the space is rented, in case free space not available in some Federal building. An original (white) and a memorandum (yellow) copy should be filled out by the firm, who should sign the original, submit to you for initial and transmittal to the undersigned for payment.

Very truly yours,

Francis P. Brassor,  
Secretary