

**NR\_key\_name:** 7F749DFD80584DEB852563DA0079D774  
**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Douglas Horne/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/06/1996  
**DisplayDate\_Time:** 5:15:38 PM  
**ComposedDate:** 11/06/1996  
**ComposedDate\_Time:** 5:10:50 PM  
**Subject:** Friendly Reminder  
I will be out of the office with Michelle all day (or most of the day) Thursday, so I wanted to give you a polite reminder that, time permitting, I will need Vince Madonia's ITOs from you on on Friday, as well as the info on the hotel room reservation in Crystal City...you may need to use David's credit card number to reserve that room. My goal is to get a letter out to Vince by C.O.B. Friday which includes the ITOs and the information on the hotel reservation.Thanks.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**