

STANFORD UNIVERSITY
STANFORD, CALIFORNIA 94305

DEPARTMENT OF MUSIC
CCRMA

415 497-4971

4 March 1986

Dennis Kenny
District Manager
Tandy Corporation
329 South Ellsworth
San Mateo, CA 94401

Dear Mr. Kenny:

Last October I wrote you requesting the loan of four Tandy 2000HD systems to Stanford University to use for a four week workshop. Although we discussed this on the telephone, I have not had any written confirmation regarding the loan of the equipment. We have started advertising the workshop and I am concerned that we will have students for the workshop and no equipment. The workshop will be two weeks beginning July 7. We would like to have the equipment the week before so that we can set it up and make sure everything is working. Therefore, we would like to have the equipment at Stanford from July 1 until July 25.

Please confirm the above and tell me who to contact to make the final arrangements.

Sincerely,



Patte Wood
Administrative Director

PW/hk

cc: Leland Smith