

Appendix 1

Ref. : B.30.2.SAB.0.70.00.00
Subj. : Instruction Letter On Correspondence Standards

İstanbul, November 29, 1999

Ms. Ayşe Kaçmaz
Managing Director
ABC Ltd. Şti.
Büyükdere Caddesi No.12
Levent 80613 İstanbul

Dear Ms. Kaçmaz,

Ref.: Your letter dated November 3, 1999 ref. 4567month/99.

As I have explained during our telephone conversation on November 11, 1999, all correspondence in Sabancı University, both internal and external, should be carried out in compliance with the guidelines and rules specified in The Sabancı University Institutional Identity Guide and supplementary Instruction Letter On Correspondence Standards.

Please do not hesitate to contact me should you need any clarifications.

Yours sincerely,

Ahmet Özen
Counselor

Encl. Table

Note: xxx
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cc: Mr. Mehmet Kulan