

Appendix 3

İstanbul, November 29, 1999

Mr. Ahmet Evin
Mr. Hilmi Çelik
Mr. Kemal İnan
Mr. Muhittin Oral
Ms. Münire Arıkol

Ref.: Our meeting dated November 3, 1999

The internal and external correspondence of the University should be carried out in compliance with the guidelines and rules specified in The Sabancı University Institutional Identity Guide and the supplementary Instruction Letter On Correspondence Standards.

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

Yours sincerely,

Ahmet Özen
Counselor

cc: Mr. Mehmet Kulan