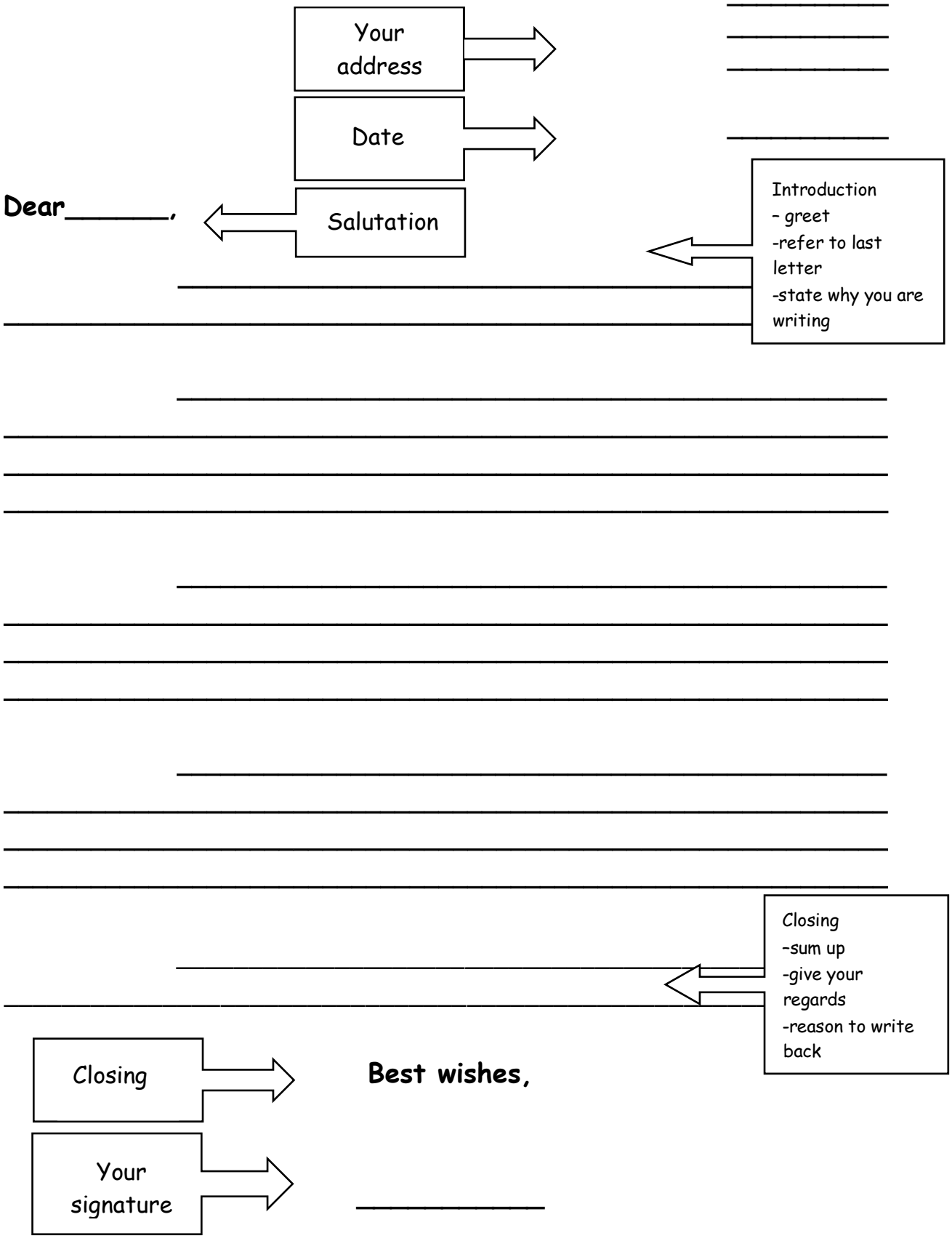INFORMAL LETTER – TITLE