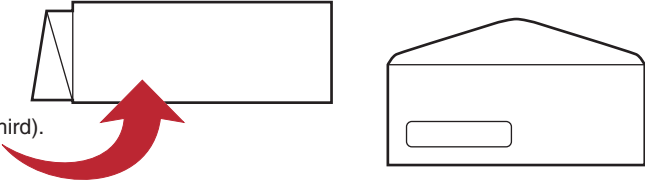


21 October 20___

Records Office
Southwest Missouri State University
901 South National Avenue
Springfield, MO 65804

Change of Address

- 1 With sheet face down and top toward you, fold upper third up so address is showing.
- 2 Turn sheet over and fold lower third up. You will have a fanfold (with print of lower third against print of middle third).
- 3 Insert sheet into envelope with letter address showing through the window.

When a fanfold is used for a window envelope, print faces print on the inner fold. The confidentiality of the message is safeguarded, since the body of the letter cannot be read once the envelope is sealed.