

November 15, 1995

BY FACSIMILE

632-721-7857

Dr. Edilberto C. de Jesus  
Office of the President  
Far Eastern University  
Nicanor Reyes, Sr. Street  
P.O. Box 609  
Manila, Philippines

Dear Dr. de Jesus:

I hope that you and your university have recovered from the effects of the typhoons that have been sweeping your country. The reports we have been receiving indicate that the storms caused major devastation in the Manila area.

I am writing to let you know that I will be away from the office on Friday, November 17, and all next week. I will return to the office on Monday, November 27, at which time I plan to finalize the details of your upcoming visit.

Thank you for your letter dated November 1, in which you informed me that you and your travel agent are looking into possible flight schedules. In my absence, Ms. Christine Leonard, Assistant to President Frohnmayer, can arrange to purchase your airline tickets from Seattle to Eugene and back to Seattle. The tickets can be delivered to your hotel in Seattle or held for you at the airline counter at Sea-Tac Airport, depending upon your wishes. Please have your secretary or travel agent contact Ms. Leonard to advise her of your preferred flight times and to let her know where you would like the tickets delivered. Her telephone number is 541-346-3036, and her fax number is 541-346-3017. (We are in the process of switching from area code 503 to 541, which explains the discrepancy between the numbers I have just given you and what is printed on my letterhead.)

I have reserved a room for you at the Eugene Hilton (telephone 541-342-2000) for the nights of December 2, 3, and 4. The confirmation number is 54388.

We are looking forward to your visit and to the opportunity to show you around our campus and community. I hope your flight to Seattle is pleasant and uneventful.

Sincerely,

Susan E. Plass  
Assistant Vice Provost for International Affairs

c: Christine Leonard, Assistant to the President