

Email regarding visit:

Dear Students,

I am Ms. Smythe, Roger Totem's secretary, and I would like to set up a time for Mr. Totem to visit your classrooms to see the finished totem poles. In looking at his calendar, he is available on Wednesday, April 9th around 9:00 a.m. Would that be a good time for him to visit? He will expect to see the finished sculptures and have time to discuss them with you. He is interested in the artists statement, as well. If this time works, please let me know and I will place it on his calendar.

Sincerely,

Ms. Virginia Smythe

Administrative Assistant to Roger Totem

Native American History Museum

Washington, D.C.