A. R. Middleton Todd, Esq., R.A., 71 Campden Street, London, W.S.

Dear Sir,

I have been informed that you have accepted a commission to paint my portrait for my College here at Gonville and Caius, and I am writing in the hope of facilitating the choice of dates for however many sittings you find necessary.

Normally in the Easter vacation I spend about a fortnight in the country, but I shall have no overriding duties during the following term, and so can be counted as perfectly free to suit your convenience at any time from mid April.

I should be glad in any case to modify my arrangements so as to suit your convenience.

Sincerely yours,