

# THE TOBACCO INSTITUTE, INC.

1735 K STREET, N.W. WASHINGTON, D.C. 20006

KATHRYN R. GOLDEN  
Secretary

January 5, 1975

*On calculator  
and in file  
attached*

Mr. Joseph F. Cullman, 3rd  
Chief Executive Officer  
Philip Morris Incorporated  
100 Park Avenue  
New York, New York 10017

Dear Mr. Cullman:

This is to notify you that the annual meeting of The Tobacco Institute, Inc., will be held at 10:30 A.M. on January 30, 1975, in the Ballroom of The Regency Hotel, Park Avenue at 61st Street, New York City.

Your attention is directed to the provisions of Article IV, Section 7, of the ByLaws of The Institute, which provide that you may advise me in writing prior to the meeting of the names of one or more persons who will be authorized to vote on behalf of your company at the annual meeting, and whether such authorization is limited to this annual meeting or shall continue thereafter as provided in the ByLaws.

The order of business of the annual meeting is as follows:

1. Call to order.
2. Proof of notice of meeting.
3. Determination of quorum.
4. Approval of the minutes of the 1974 annual meeting.
5. Reports, including the report of the Board of Directors required by Section 519 of the Not-For-Profit Corporation Law.
6. Election of Directors.
7. Other business.

|| In connection with Item 6, we would appreciate your letting us know as soon as possible, but in any event before the meeting, the names of the persons your company proposes for election as Director to represent your company until the next annual meeting in January 1976. For your convenience, there is a space on the enclosed sheet for this designation.

*JFCB suggest same line up.*

2025027475

-2-

A meeting of the Board of Directors will be convened immediately after adjournment of the annual meeting of members. The agenda for the Directors' meeting will be sent to you prior to the meeting.

We hope that every member of the Institute will be represented by one or more persons at the annual meeting. Coffee will be served at 9 A.M. for those wishing to arrive early for informal discussion.

It would be appreciated if you would let us know the names of your company representatives who will be present, so that proper arrangements for the meeting and the luncheon may be made in advance.

Very truly yours,

*Kathryn A. Gordon*

Secretary

cc: Mr. Ross R. Milhiser  
Mr. Thomas F. Ahrensfield  
Mr. James C. Bowling  
Mr. Alexander Holtzman

2025027476