

Center Office
908 'F' Street
San Diego, CA. 92101
(714) 233-8984

CWSS Storefront

San Diego, CA. 92101
(714) 233-3088

Center for Womens Studies & Services



January 29, 1980

Mr. E. E. Yahnke
Vice President and Manager
Bank of America
615 Broadway
San Diego, CA 92101

Dear Mr. Yahnke:

The Center for Women's Studies & Services (CWSS) is a non-profit, tax exempt corporation (Corporate Number 666062), multi-faceted organization dedicated to meeting some of the unmet education, cultural, and political needs of women in San Diego. Some of the activities offered include the 24 Hour Battered Women's Hotline and Underground Railroad, CWSS Storefront crisis intervention, a new rape project, the Young Women's Journalism Project and various other activities.

We have a special and immediate need for office furniture and equipment due to the loss of a large contract.

As you advised on our recent telephone conversation, we are submitting a list (in order of importance) of equipment needs.

As our need is urgent and critical, we would greatly appreciate receiving any of these items.

LIST OF EQUIPMENT

- 1) Four 2-or 4-drawer file cabinets
- 2) Three executive or teacher size desks
- 3) Four or five reception area chairs
- 4) Two swivel desk chairs
- 5) One portable typewriter

Thank you for your time and consideration of this matter. If you have any questions about the Center or about our request, please do not hesitate to contact me.

Sincerely,
Carol Rowell
Carol Rowell
Director