December 3, 1999

Sachi Sri Kantha
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Fukuroi City, Japan 437-0126

Dear Mr. Kantha:

An entry has been prepared on you for inclusion in a forthcoming volume of <u>Contemporary Authors,</u> a reference series designed to provide the public with information on a wide range of literary figures. As a courtesy, <u>Contemporary Authors</u> forwards to the author his/her sketch prior to publication. We invite you to take this opportunity to review the enclosed copy, amending or adding data as necessary.

<u>PERSONAL:</u> Complete birthdate and birthplace; parents' names and occupations; spouse's name and occupation; marriage date; children's names. <u>Education:</u> Institutions attended; degrees earned; dates attended and dates degrees earned.

<u>ADDRESSES:</u> Home and agent addresses. Upon request, home address will be withheld from publication.

<u>CAREER:</u> Employer, city and state location, position title, and inclusive dates for each career position. <u>Military service:</u> Name of military branch, years served, rank achieved, and honors received.
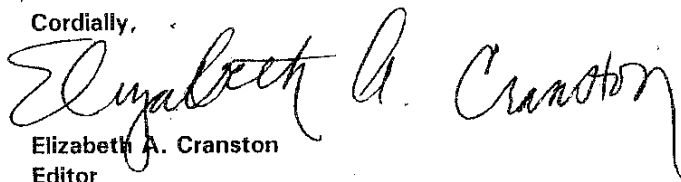
<u>WRITINGS:</u> Title, publisher, and publication dates for each work.

<u>WORK IN PROGRESS:</u> Titles, publishers, and expected dates of publication; current research.

<u>SIDELIGHTS:</u> Readers take a special interest in writers' remarks concerning their careers, writings, and interests. Such comments can be included in this section.

Please make your changes on the enclosed manuscript--or on a separate sheet, if more convenient--and return the copy in the enclosed addressed envelope. You may also fax the sheets to us at (248) 699-8054 or call me at 1-800-347-GALE or (248) 699-GALE, extension 1843. In addition, I have an e-mail address and can be reached at elizabeth_cranston@gale.com. <u>If we have not received a response within three weeks, we will presume that the sketch is satisfactory as written.</u> Thank you for your time and effort in helping us make your sketch as complete and as accurate as possible.

Cordially,

Elizabeth A. Cranston
Editor

Recd. Dec. 14, 1999