

149

Treasury Department,

Second Auditor's Office,

Oct 13 1866

Sir:

In order to refer to papers in relation to back pay and bounty, on file in this Office, it is necessary in all cases to know the name of the soldier whose pay is claimed; the Company and No. of his regiment and the State to which it belonged; the time of his death, if a deceased soldier; if not, the time of his discharge; and the date of forwarding the papers to this Office. Also state explicitly what the claim is for, the name of the person who forwarded the claim, and give your post office address in full.

Please return your letter with the information above requested, and you will receive an early reply

Respectfully,

Your obedient servant,

E. B. Ruch

Second Auditor.

NOTE.—No information in relation to claims on file will be furnished, except to the claimant or the legal attorney in the case. Revocations of powers of attorney are not recognized by this Office unless some neglect or malfeasance of the original attorney is shown, or evidence is furnished that he has been paid for services already rendered by him in the case.

123