[Department Name] [Building] [Street Address]

[City, ST ZIP Code]

[phone number]

[email]

# MEMORANDUM

Date: [Date]

To: [Recipient(s)]

CC: [Recipient(s)]

From: Pantoja, Danae Monique - (danaem)

RE: [Subject]

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_