

Memo Example

Heading

Recipient

Sender

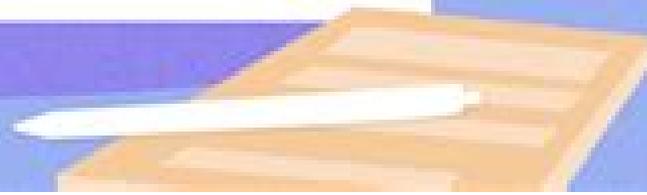
Memorandum

Cc or additional recipients

Date

Subject line

Message body



Basic Letter And Memo Writing

Shasha Hu



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