MEMO TEMPLATE

|  |  |
| --- | --- |
| **From** | **[Sender Name]** |
| **To** | **[Sender Name]** |

**[Ready to write? Just select a line or paragraph of text and start typing to replace it with your own. For best results, don’t include space to the right of the characters in your selection.]**

**[Need to add more text? Matching the formatting in this memo is a snap! On the Home tab, check out the Styles gallery to get any text formatting you see here.]**

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