

# Memo Example

Heading

Recipient

Sender

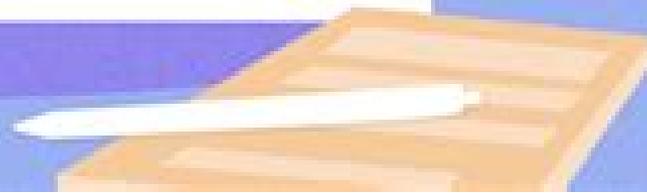
Memorandum

Cc or additional recipients

Date

Subject line

Message body



# Basic Letter Memo Writing

**Arthur H. Bell, Cherie Kester**



## **Basic Letter Memo Writing:**

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