
[TYPE THE SENDER COMPANY NAME]

[Type the company address]

[Type the phone number]

[Type the web address]

[Pick the date]

Memo

TO: (CLICK HERE AND TYPE NAME)

FROM: NAME HERE

SUBJECT: (CLICK HERE AND TYPE SUBJECT)

DATE: OCTOBER 26, 2016

CC: (CLICK HERE AND TYPE NAME)

START WRITING YOUR MEMO HERE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To save changes to this template for future use, choose **Save As** from the **File** menu. In the **Save As Type** box, choose **Document Template**. Next time you want to use it, choose **New** from the **File** menu, and then double-click your template.