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## INTEROFFICE MEMORANDUM

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**TO:** %TAG\_RECIPIENT\_NAME%  
**FROM:** %TAG\_SENDER\_NAME%  
**SUBJECT:** [CLICK HERE AND TYPE SUBJECT]  
**DATE:** %TAG\_DATE\_MEDIUM  
**CC:** [CLICK HERE AND TYPE NAME]

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### HOW TO USE THIS MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3, Body Text and List Bullet in the Style control on the Formatting toolbar. For more details on customizing this template, choose Select All, and then Clear from the Edit menu. Next, click AutoText on the Edit menu, choose Gallery Example, and click Insert.

NOTE: This memo contains "click-here-and-type" features that make creating memos easier. To fill in the top portion of the memo, click and type between the brackets as indicated.