# Memorandum

**TO:** Name Surname **FROM:** Name Surname

**DATE:** dd/mm/yyyy **CC:**

**SUBJECT:**  xx

**Reviewed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

Kind regards