

# MEMO

<b>FROM:</b>	<b>DATE:</b>
<b>TO:</b>	<b>SUBJECT:</b>
<b>CHECK ALL THAT APPLY</b>	
<input type="checkbox"/> URGENT <input type="checkbox"/> RESPOND	<input type="checkbox"/> FOR YOUR INFORMATION <input type="checkbox"/> PLEASE COMMENT
<input type="checkbox"/> OTHER (PLEASE SPECIFY):  	
<b>MEMO:</b>	