**INTEROFFICE MEMO TEMPLATE**  **[](http://bit.ly/2WQFm9D)**

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| **INTEROFFICE MEMO** | | |
| OFFICE NAME | 123 Main Street, Hamilton, OH 44444 | | |
| **MEMO TO:** |  | |
| **CC:** |  | |
| **FROM:** |  | |
| **DATE:** |  | |
| **SUBJECT:** |  | |

|  |
| --- |
| **PURPOSE** |
| Body Copy |
| **SUMMARY** |
| Body Copy |
| **DISCUSSION** |
| Body Copy |
| **RECOMMENDED ACTION** |
| Body Copy |

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