

Memo

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| To: | Indira Seenauth Fraser, Director of Budget Finance |
| From: | [your name] |
| cc: | Chris Daversa; Chelsea Alterman |
| Date: | [today’s date] |
| Re: | [1-line summary of what this memo serves to specify] |

This memo serves to specify that…[include the following details: event date, event name, reason why memo is needed, additional justification, etc.]

Sincerely,

*[remove this line before printing since you will need to physically sign your name on this memo]*

[your name]

[your club leader role]