

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF POLITICAL SCIENCE
1100 EAST 58TH STREET, CHICAGO, ILL. 60637

MEMORANDUM FOR THE DIRECTOR
FROM: [Name]
SUBJECT: [Topic]

[Main body of text, first paragraph]

[Main body of text, second paragraph]

[Main body of text, third paragraph]

[Main body of text, fourth paragraph]

[Main body of text, fifth paragraph]

[Main body of text, sixth paragraph]