

MEMORANDUM FOR THE RECORD

DATE: _____

TO: _____

FROM: _____

SUBJECT: _____

REFERENCE: _____

ACTION: _____

REMARKS: _____

APPROVED: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

DEPARTMENT: _____

OFFICE: _____

PHONE: _____

TELETYPE: _____

FAX: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

COUNTRY: _____

TELEPHONE: _____

FAX: _____