

MEMORANDUM

July 5, 1995

To: David G. Marwell
cc: Tracy Shycoff

From: Noelle C. Gray

Subject: Standardized Correspondence

Attached are examples of three types of correspondence this office produces. I would like to distribute these to the staff as examples, once you have approved the formats. Many of the staff have communicated to me that they would like to have a format to work from and until Chet gets the templates in the system I thought these would be helpful.

I look forward to your comments.

Gray e:\wp-docs-corresp\david
File 99.99.9