**FORMAL MEMORANDUM TEMPLATE**  ****

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| **MEMORANDUM**  |
| COMPANY NAME | 123 Main Street, Hamilton, OH 44444 | PH: 321-654-9870 | FAX: 321-654-9871 | EMAIL: info@webaddress.com |
| **MEMO TO:** |  |
| **FROM:** |  |
| **DATE:** |  |
| **SUBJECT:** |  |

|  |
| --- |
| **OPENING** |
| Body Copy |
| **SUMMARY** |
| Body Copy |
| **CONCLUSION** |
| Body Copy |
| **CC** |
| Name |  |
| **ATTACHMENTS** |  |
| Attachment Name |  |

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