

2-Way Memo

INSTRUCTIONS Use routing symbols whenever possible. SENDER (Originator of message): Use brief, informal language. Conserve space. Forward original and one copy. RECEIVER (Replier to message): Reply below the message, keep one copy, return one copy.
--

Subject:

To :

DATE OF MESSAGE	ROUTING SYMBOL
SIGNATURE OF ORIGINATOR	
TITLE OF ORIGINATOR	

FOLD

MESSAGE

FOLD

REPLY

From :

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	