

**ROUTING MEMO**

DATE \_\_\_\_\_ 19 \_\_\_\_\_

TO \_\_\_\_\_

FROM \_\_\_\_\_

SUBJECT \_\_\_\_\_

- REPLY AND SEND ME A COPY
- TAKE APPROPRIATE ACTION
- FOR YOUR SIGNATURE
- FOR YOUR INFORMATION
- FOR YOUR COMMENTS
- SEE ME ABOUT THIS
- NOTE AND FILE
- PLEASE REPLY PROMPTLY
- AS YOU REQUESTED

REMARKS \_\_\_\_\_

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