# MEMO

To: Governance Committee or Person

Cc: List Other Memo Recipients

Committee XX

Department XX

Fr: Committee Member

Date: Sept. 21, 2018 (Jan., Feb., March, April, May, July, Aug., Sept., Oct., Nov., Dec.)

## Re: Memo Subject (# Attachments)

### SUBHEADING (If Needed)

Add paragraph text here.

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Add paragraph text here.