

1. DETACH **YELLOW** COPY

2. SEND **WHITE** AND **PINK** PARTS TO PERSON ADDRESSED

**REPLI-MEMO**

1. WRITE REPLY AT BOTTOM

2. DETACH STUB, RETAIN **WHITE** COPY AND RETURN **PINK** COPY TO SENDER

*To:*

*From:*

SUBJECT

DATE

DEPARTMENT

FOLD —

**MESSAGE**

**REPLY**

SIGNED:

DATE OF REPLY

REPLY TO

DEPARTMENT:

SIGNED: