

**MEMORANDUM** [14 pt., bold, all caps]

DATE: January 9, 1997

TO: David G. Marwell

FROM: Chet Rhodes [sign your initials]

SUBJECT: Internal Memo Format

Body of memo. Double-space between paragraphs.

It will greatly help the administrative staff if you will forward your correspondence to them already in the proper format. In addition, it will help to expedite your correspondence.

Rhodes e:\memos\format.int [these are the last two lines of the first page]  
File 12.3.2