# MEMORANDUM

| **TO:** | [RECIPIENT NAME] <Direct the memo to the chief administrative office of the agency chosen, such as the county administrator. Then, delete this text.> |
| --- | --- |
| **FROM:** | [YOUR NAME] |
| **SUBJECT:** | [SUBJECT] |
| **DATE:** | [INSERT DATE] |
| **CC:** | [NAME(S)] <In the example above, the CC would be the county board. Place additional stakeholders here. Then, delete this text.> |
|  |  |

[Type your memo text here]