**MEMO**

601 Broad Street

LaGrange, Georgia 30240-2999

706.880. *phone*

706.880. *fax*

www.lagrange.edu

|  |  |
| --- | --- |
| **To:** |  |
| **From:** |  |
| **CC:** |  |
| **Date:** |  |
| **Re:** |  |

Select this text and delete it or replace it with your own. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template. The MEMO header above appears to be cut off, but will print fine.