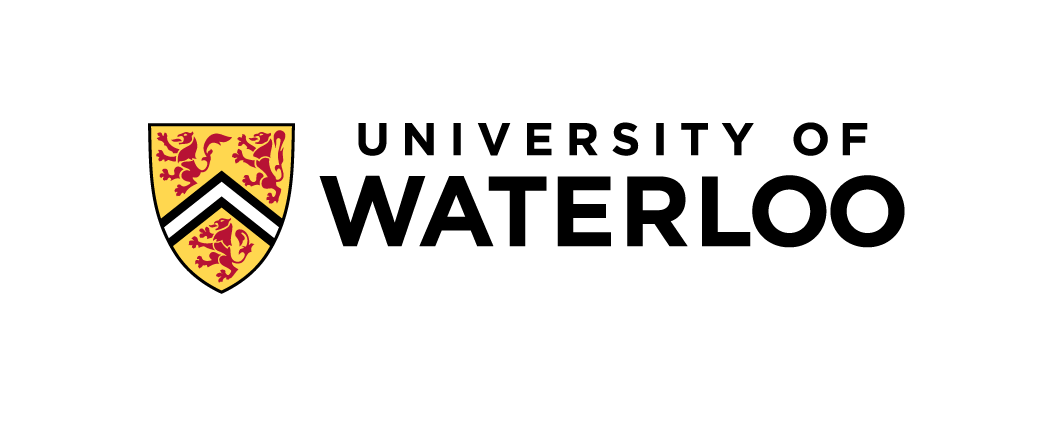
****

**To:**        Intended audience (faculty, staff, etc.)

**From:**    Name of individual sender and office of message sender

**Date:**    Date the memo is to be sent

**Subject:** The email subject line

**Note:** This email is for action and/or for information (select one)

Email body text goes here.

(At the close of the message, if applicable) Supervisors, please post for the convenience of employees without direct access to email.