



| DATE: | | DATE: | |
|--------------------------|----------------------|--------------------------|----------------------|
| TO/ROUTE: | | TO/ROUTE: | |
| | | | |
| SUBJECT: | | SUBJECT: | |
| | | | |
| RETURN TO: | | RETURN TO: | |
| | | | |
| | | | |
| ☐ For Your Information | ☐ As Requested | ☐ For Your Information | ☐ As Requested |
| ☐ For Your File | □ Note and Return | ☐ For Your File | □ Note and Return |
| ☐ For Your Approval | ☐ For Your Signature | ☐ For Your Approval | ☐ For Your Signature |
| ☐ For Appropriate Action | ☐ Please Complete | ☐ For Appropriate Action | ☐ Please Complete |
| ☐ Please Distribute | ☐ Return to Me | ☐ Please Distribute | ☐ Return to Me |
| ☐ Advise Status | □ Other: | ☐ Advise Status | □ Other: |