Dear [Name/Title],

Here we go again! It might be best to let us see a draft or two first. Thanks.

[Signature]

FROM [Name/Title]  TO [Name/Title]

CO R1 R2 R3 R4 R5 R6 R7 R8 R9 R10

NAME/TITLE

CORRESPONDENCE SYMBOL

REMARKS

FILED AND DESTROY

IMMEDIATE ACTION

RECOMMENDATION

SEE ME

SIGNATURE

YOUR COMMENT

YOUR INFORMATION

HANDLE DIRECT

INITIALS

NECESSARY ACTION

NOTE AND RETURN

FILING

FULL REPORT

PER OUR CONVERSATION

PER TELEPHONE CONVERSATION

PREPARE REPLY FOR THE SIGNATURE OF

FROM [Name/Title]

DATE 5/31