

NAME _____

CLASS _____

NO _____

Memo



Date : August 3, 2018

To : Katherine Evan

From : Benjamin Logan

Subject : Study Visit confirmation



Dear Katherine,

This is to remind you that you have to confirm your study visit at Sitta Construction company on August 24, 2018. Please send me the name of people in your school who will go for study visit by August 10, 2018.

Benjamin Logan

1. Who wrote this memo?

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2. What is the subject of this memo?

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3. What is the date this memo was written?

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4. Who received this memo?

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5. When does the receiver send the name of people?

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