

Match the name of the parts with the correct place :

Body

Enclosure

Title

Headings

Reference
Initials



MEMORANDUM

TO: Mona Salm, Accountant

FROM: Sara Juma, Purchasing Manager

CC: Ahmad Mohammed, Budget Manager

DATE: 2 December 2021

SUBJECT: New Office Furniture

It was agreed at a recent Board Meeting to purchase 10 new tables and chairs. I enclose a copy of the quotation for this equipment and it comes to BD 5,250. Can you please give me an authorization code so that I can place this order.

Enc.

SSF