INSTRUCTIONS: Drag and drop the Memo parts from box A to their correct slots in box B.

Box A

DATE: March 3, 2022

TO: Patrice McPhee

We have recently changed the name of our business from Fort Vancouver to Vancouver Manufacturing.

FROM: Lisa Gibson

lg

SUBJECT: NEW COMPANY NAME

Thank you for being a We appreciate your cooperation part of our team.

MEMORANDUM

There has been no change to our management structure and we will be providing the same products and fine serves on which we have built our reputation in the industry.

Box B

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LIVEWORKSHEETS