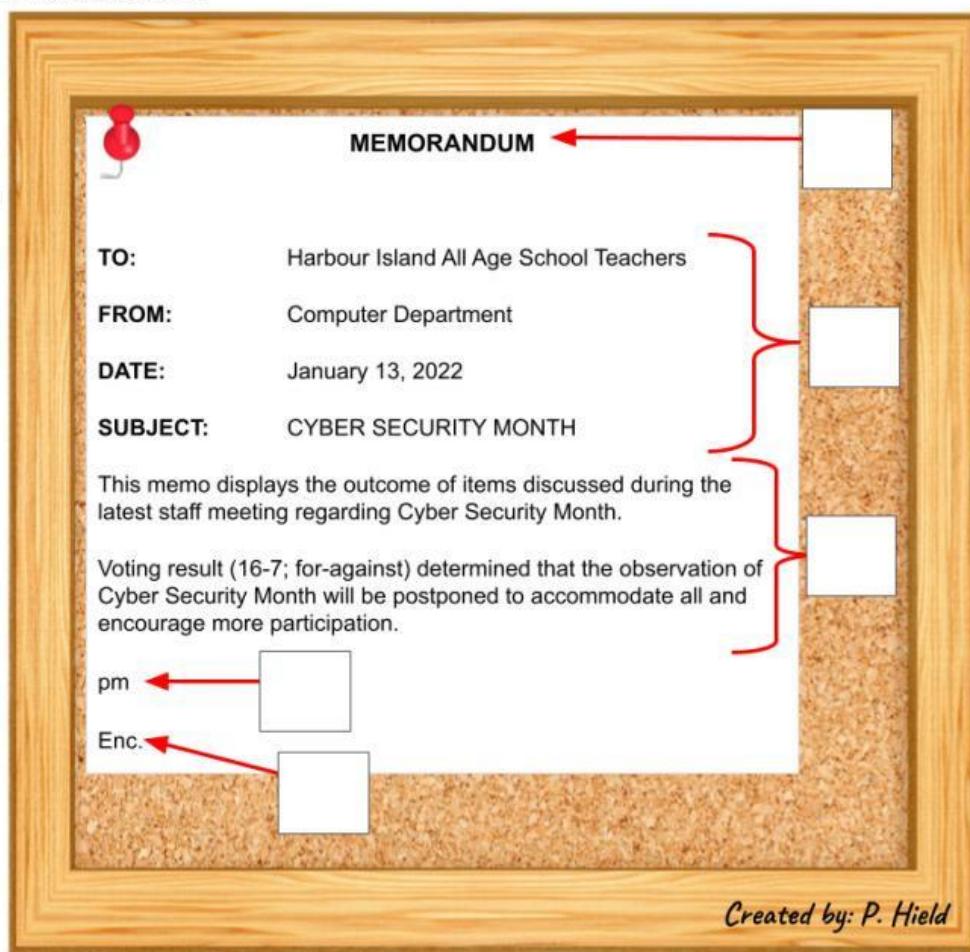
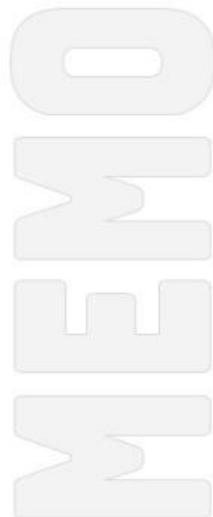


INTEROFFICE MEMORANDUM

Instructions: Look at the Memo below to the right. Label the parts of the memo by using the capital letters linked to the terms below to the left.

- A.Body
- B.Enclosure
- C.Heading
- D.Reference initials
- E.Title



Created by: P. Hield

 **LIVEWORKSHEETS**

