MEMORANDUM

Instructions: Use the information below to create a memo in the space below.

Create a Memo to Mr. Bradley Scott (project manager) from Ms. Lisa McPhee (Marketing Manager) about the Bahamas Seafood Festival Project. The body of the memo should read: Officials from The Bahamas Ministry of Tourism have written to indicate some changes they would like for us to include in the Seafood Festival Project for 2022. A copy of this letter is attached.

Created by: P. Hield

LIVEWORKSHEETS