

MEMORANDUM

TO: Diane Chase, Personal Director
FROM: Ben Smith, Accounting Department
DATE: (Insert today's date)
SUBJECT: Email from Heather Parker

I received an email from Heather Parker yesterday. She is currently looking for a new job. I met Heather at a conference, and I was impressed with her qualifications. I gave her my business card and asked her to contact me if she was interested in a position here at Applied Systems.

If we currently have openings for an office worker, will you please send Ms. Parker an official letter telling her what paperwork we require for job applicants. I think she would be an excellent candidate for a position with our company.

I will forward a copy of her email with her address and telephone number. Thank you for your assistance.

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