

Word Document Setup

Top Margin = 2", Left, Right, Bottom Margin = 1"

Set Spacing to Single Spaced with NO spacing after paragraphs

Save As: REVIEW – Memo

Sample Memo

TO: Maria Gutierrez, Secretary

FROM: Jackson Phipps, President

DATE: August 16, 2018

SUBJECT: Next FBLA Meeting

Our next Future Business Leaders of American meeting is scheduled for this Friday at 6:30 p.m. in SSS 400F. Please put up the poster to remind members.

Based on the attendance at the last meeting, you should have 45 copies of the attached agenda and the minutes to distribute. We will be going over five more competitive event descriptions at the meeting. You can make copies of the descriptions from the FBLA-PBL National Site (www.fbla.org). The events that we will be covering at this meeting are:

- Future Business Leaders
- Entrepreneurship
- Electronic Career Portfolio
- Word Processing 1
- Business Communication

Thank you again for all the time and effort you devote to our organization. You set a great example for other FBLA members at Jefferson High School to follow

xx

Attachment