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MEMORANDUM EXAMPLE

*Columbia Southern University Public Safety*

**TO:** All Fire Department Members

**FROM:** Don A. Smith, Fire Chief DAS

**DATE:** March 1, 2015

**SUBJECT:** Memorandums

**NUMBER: 01-2015**

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This shall be the format that is used for all memorandums.

The memo should be typed using Times Roman 12 point font.

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