Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practice A**

**Sample Answer**

**MEDICAL SHIFT CHANGE MEMO**

TO: NANCY

FROM: MARIA

RE: BRIEF SHORTAGE

DATE: 2/18/22

Hi Maria,

FYI: there are only a few briefs for today. I’m sure you remember that I ordered briefs last week, but they have not been delivered. I will have to purchase more briefs at the medical supply store. I will probably buy a package of 30, since all orders are late right now. It is better to have extra in case the briefs I ordered don’t arrive or are super late. We both know we don’t want to run out of briefs.

Have a good day!