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

**WRITE A MEMO PRACTICE A**

Write a work memo to a co-worker regarding the situation described below. Explain how the situation will be resolved.

• Short supply of adult briefs.

The memo must include the following information:

1. To

2. From

3. Re: (Regarding)

4. Date

5. Message

**MEDICAL SHIFT CHANGE MEMO**

TO:

FROM:

RE:

DATE: