Mira Jane B. Cataylo Grade 11- Humss

Saint Augustine Academy Of Bayawan Inc.

MEMORANDUM

Date: September 17,2019

To: Bea Marrise Villar

From: Mira Jane Cataylo

Subject: Despedida party of Sir. Alex Go

Good Day! We are writing this letter to inform our co-teachers

That Sir Alex Go is having a despedida party.

We are inviting our fellow teachers to join the party. This could be fun for everyone.

The Party will be held at San Lorenzo College. On Saturday, September 20,2019 at 12: Pm in the afternoon. Lunch will be provided.

Seeyou! Godbless!