<Company Name>

**From:** Team X

**To:** Joseph Jensen

**Subject**: <inject name>

Hello Joseph,

**OVERVIEW**

<quick summary of what was done/accomplished>

**DETAILS**

<give more details about what was done to complete the inject>

Respectfully,

Team X

<company name>

**ATTACHMENTS**

<include any attachments that support the complete of the inject and label them>