

# Flyer Memo

To: Dr. Greg Wickliff

CC:

From: Tristin Jarvis

Re: Planning memo for flyer

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Dr. Wickliff,

Below you will find the planning memo for my flyer

## **Audience**

My primary audience consists of Japanese ESL students who seek to enhance their confidence and proficiency in English. These individuals are motivated to improve their language skills for personal, academic, or professional growth.

## **Distribution**

Flyers will be distributed in several districts in the metropolitan area, such as Shibuya and Roppongi.

## **Cost**

25 flyers for \$27.99

## **Context/Situation**

The flyers will enhance my marketing mission