

# Email

<b>To:</b>		<b>From:</b>	
<b>Re:</b>	2 month plan	<b>CC:</b>	

☐ Urgent    ☐ For Review    ☐ Please Comment    ☐ Please Reply    ☐ Please Recycle

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**TIME:** 12:00

*Dear Colleagues,  
Based on your budget planning and overall assessment of the needs in Sebedoh, please provide HQ with an initial 14 day plan for your Field Office in responding to this emergency as well as any budgetary considerations.*

*Please submit this to HQ by the end of Day 5 (1.30pm)*

*Kind regards, etc*

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From