# Interoffice Memorandum

To: [Recipiant]

From: Team[]

Subject: [Inject Name]

Date: [Today’s Date]

[Who it’s to],

Thank you for expressing your concern regarding [What inject is about]

[Short summary]

[Explanation, info, actions, etc]

Please let us know if there are any additional actions we should perform at this time. [Can specify more here, depends on inject]

Respectfully,

Team[]

**ADDENDUM**

[Add any related screenshots here]

[Include figure names here. Should be italicized]