Internal Memo

To:

From:

Date:10th February 2025

Subject: Request for food and beverages for the Guests

Dear Professor,

I hope this memo will find you well. As the Master in Charge of IEEE Student Branch, I am writing this to arrange for the provision of the following items:Water bottles ,Nescafé , Lunch Meals for 4 persons.

Kindly ensure that these are available by 11th February 2025. Let me know if you need any further details.

Thank you for your time and support.

Best regards