**TEAM [Team number]** *MEMORANDUM*

**TO:** [Name and/or title of the person who assigned the inject if given]

**FROM:** IT DEPARTMENT, TEAM 8

**SUBJECT:** RE: [Inject Title], INJECT [Inject Number]

**DATE:** [Month] [Day], [Year]

Per your request, we have [what you did, any relevant info and if there are any enclosed (attached) documents]

If you have any questions or concerns regarding this, please contact Team [team number] (if any relevant contact info like a phone number, add this in, otherwise just end it at “please contact Team [team number]”.

Respectfully,

Team [Team Number]

Encl: [attachment file name (if no attached file then do not add the “Encl:” line at all)]