

# Memorandum

**DATE:** September 12<sup>th</sup>, 2019  
**TO:** David Huang  
**FROM:** Chukwudi Ikem  
**SUBJECT:** Technical Writing Position Cooperation

## Introductory Summary

Hello David, my name is Chukwudi Ikem and I have recently been hired to work as a Technical Writer in this district. I am writing to you today in the hopes that with your strengths and weaknesses we may be able to create a business partnership. My goal is a partnership in which we help each other understand the ins and outs of the company while getting better at the job.

## Technical Writing

As it stands you seem to have a good grasp on the communication factor of working in groups to organize work as well as relaying your information clearly to others. I excel because I can do that very thing, working together we may begin to grow into even better communicators which are integral for any type of group work.

## Mutual Benefit

With your love for English composition, I believe that you could help me hone in my skills as a writer as I may hone in yours in graphic design. I am very good at designing and creating a game plan for a group to tackle. In other words, our business partnership will be mutually beneficial as I may be able to strengthen your weaknesses as you may do onto me.

## Similarities

When it comes to the teamwork I believe we can work off of each other. I have always excelled vocally and have been open about to issues that I may be experiencing. I know that you will do the same.

## **Validity**

We are both new to the job so it is important to make connections as we get acclimated to the new environment. I hope you may begin to see the benefit of our partnership.

## **Conclusion**

This is not just an offer of a partnership but also one of friendship. Please call me at ext. 616 if you wish to talk more about the details.