

Internal Memorandum

**To: Office of CIO**

**CC: Room Judge**

**From: Jake DiClemente**

**Date: 10/20/2018**

**Memo #: 5**

**Re: Help Desk Services**

Good Afternoon,

We would like to request general technical support from your technical staff to the amount of 50

consulting hours.

Thanks,

Jake DiClemente

Team B

*In accordance with HAL Memorandum policy, the entire header must be completed or the recipient may not acknowledge this as an official memorandum. Professional communications methods and decorum must be observed at all times.*