

Internal Memorandum

**To: Office of CIO**

**CC: Room Judge**

**From: Jake DiClemente**

**Date: 10/20/2018**

**Memo #: 3**

**Re: Help Desk Services**

Good Afternoon,

Team B is requesting assistance setting up a local Firewall.

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.*