

# Office Memorandum

To: Mr. Tolson  
From: Mr. [Name]

Date: [Date]

## Subject: [Topic]

Item	Quantity	Value
[Item 1]	[Quantity]	[Value]
[Item 2]	[Quantity]	[Value]
[Item 3]	[Quantity]	[Value]
[Item 4]	[Quantity]	[Value]
[Item 5]	[Quantity]	[Value]
[Item 6]	[Quantity]	[Value]
[Item 7]	[Quantity]	[Value]
[Item 8]	[Quantity]	[Value]
[Item 9]	[Quantity]	[Value]
[Item 10]	[Quantity]	[Value]
[Item 11]	[Quantity]	[Value]
[Item 12]	[Quantity]	[Value]
[Item 13]	[Quantity]	[Value]
[Item 14]	[Quantity]	[Value]
[Item 15]	[Quantity]	[Value]
[Item 16]	[Quantity]	[Value]
[Item 17]	[Quantity]	[Value]
[Item 18]	[Quantity]	[Value]
[Item 19]	[Quantity]	[Value]
[Item 20]	[Quantity]	[Value]

Very truly yours,  
[Signature]

[Name]  
[Title]

[Address]