

## Figure 2: Another Example of a Memo

### MEMORANDUM

TO: Staff

FROM: Parking Authority Office

SUBJECT: New Parking Permit Stickers

DATE: August 27, 2002

Stickers cost \$160.00 and can be purchased by cheque, cash or through four monthly payroll deductions. We cannot accept credit cards.

Parking permit stickers for the new academic year can be purchased from 8:30-4:30 at the Parking Authority Office in ME100B.

On September 4, Municipal Parking Authority Officers will begin ticketing all cars without 2002-2003 parking permit stickers.

Please remember to support the United Way campaign by dressing casually on Friday. The suggested donation is only \$1.00.