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Memo

To: Sales Staff
From: Daisia Joyner
CC: Kelly Murray
Subject: Schedule Changed

Dear Sales Staff, the schedule is being changed due to more kids coming in the school. The schedule will began changing on August 15, 2021 around 7:00am in the morning. We will send a email out to you of all the kids who's schedule getting charged.

STREET ADDRESS, CITY, STATE ZIP CODE
 T: TELEPHONE W: WEBSITE

Page 1 / 1

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Grade
 90/100

Private comments

Awesome memo, Don't forget to include the date on your memo.

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