MEMORANDUM

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| to: | Vivian Bonady, Vice President of [Your Field] Division Amaka Nwamdi, Senior Manager, [Your Field] Division Ellis Richards, Senior Manager, [Your Field] Division       |
| CC: | Coleman Hawkins, Manager, [Your Field] Division      |
| From: | [Your Name], [Your Field] Consultant      |
| date: | [Assignment Due Date]      |
| RE: | [Title]      |

**Introduction**

**Probability and Statistics Use in [Your Field] Division Services.**

**The Importance of Probability and Statistics Literacy for [Your Field] Division's Operational Success**

**Conclusion**

**References**