MEMORANDUM

|  |  |
| --- | --- |
| to: | Vivian Bonady, Vice President of [Your Field] DivisionAmaka Nwamdi, Senior Manager, [Your Field] DivisionEllis 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**