

Figure W-7-A

Create a merged memo using the template below as a guide.

MEMO

DS

To: TAB → <<First Name>> <<Last Name>>← MERGE FIELD NAMES

DS

From: TAB → [Insert your name]

DS

Date: TAB → [Insert current date]

DS

Subject: TAB → [Insert team name] Uniform Distribution

DS

A general team meeting is scheduled for 9 a.m. Tuesday to take physicals, distribute equipment, meet the coaches, and discuss camp schedules and responsibilities. Players will be required to stay in the team dormitory at the complex during the first two weeks of camp. In the meantime, the Personnel Department would like to make sure that the information you provided is accurate. Please read the following information carefully so that the team jerseys can be distributed at our next meeting.

DS

TAB → Last Name: TAB → << Last Name >>← MERGE FIELD NAMES

DS

TAB → Uniform Number: TAB → << Uniform # >>← MERGE FIELD NAMES

DS

If any of the above information is incorrect, please contact the Personnel Department by this Friday. We will then update your file and send a revised copy to you. If all of the information is correct, please keep this memo for your records.