



## SCHOOL OF PUBLIC HEALTH

Mail code: 1234  
3181 S.W. Sam Jackson Park Rd.  
Portland, OR 97239  
tel 503 555-1234 fax 503 555-1234  
emailaddress@ohsupsu.edu www.ohsupsu.edu

### MEMO

**TO:** [Name]

**FROM:** [Name]

**DATE:** [Date]

**MESSAGE:** [Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus et faucibus ipsum. In laoreet maximus aliquet. Proin imperdiet rhoncus elit, vitae lacinia quam gravida vitae. Nam mollis, turpis vel congue fringilla, nulla diam imperdiet leo, et pretium nisi lectus sit amet risus. Lorem ipsum dolor sit.]