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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am very confident in my sales team because of which I have shown great interest and hope in increasing the sales of the company by 30% this year. We are going to conduct a meeting to get some new ideas which can enhance our sales. We want you to come in the meeting tomorrow at 9 a.m. with new ideas. We have decided to give prize to those sales persons who will increase the sales of the company by 10%. Those employees who will reach at 30% of the sales will get a holiday weekend at place of your choice. I hope you will be the lucky one.