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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

As you know the company is facing serious financial crisis because of many reasons and these problems are getting worse with time. I fear we will have to close our company if these situations persist. I want you to join me in meeting tomorrow at 4 p.m. we will discuss some important matters and apply some strategies which can be helpful for us in future.