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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

This letter is being written to announce the conduction of monthly sales meeting that will be conducted on coming Saturday at 1 p.m. The meeting will be held at conference room. The issues which are going to be discussed in the meeting will be

* Sales per area
* Status of new product launched
* Advertising options
* Production costs

We hope to see you in the meeting on time.