
INTEROFFICE MEMORANDUM

TO: LONNY GRAFMAN
FROM: ARROW WALKER
SUBJECT: DIGITAL DELIVERABLES
DATE: 12/6/2012

DIGITAL DELIVERABLES

I am writing this Memo to demonstrate my proficiency in the writing of memos.

Included with this memo are a number of files which I have worked on this semester and I feel best representing my work. I have learned that memos need to be short and concise, without extra useless information.

I would like this memo to be reviewed by you and counted toward my portfolio grade.

Thank you.