

# Memorandum



**To:** ASSMU Senate  
**CC:** Deidre Eaton, ASSMU President  
Sarah Clemons, ASSMU Advisor  
**From:** [NAME], [POSITION TITLE]  
**Date:** [MONTH, DATE, YEAR]  
**Topic:** [TITLE OF PROPOSAL]

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- 1. Background:** [Give any relevant background information that a reader may need to understand the content of the proposal]
- 2. Purpose:** [Give the intention of this proposal]
- 3. Cost:** [none/dollar value]
- 4. Requested Action:** I therefore propose that the Senate [restate purpose].

Respectfully submitted,

[Signature]

[Name]

[Organization, Position Title]