FROM_ SUBJECT_ ō ☐ TAKE APPROPRIATE ACTION REMARKS ☐ FOR YOUR COMMENTS ☐ FOR YOUR INFORMATION ☐ FOR YOUR SIGNATURE ☐ REPLY AND SEND ME A COPY DATE_ ROUTING MEMO ☐ AS YOU REQUESTED ☐ PLEASE REPLY PROMPTLY ☐ NOTE AND FILE ☐ SEE ME ABOUT THIS 19

	REMARKS
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