



Sample Inter-Office Memo

TO: ALL EMPLOYEES

FROM: (TEAM CAPTAIN NAME)
 RE: Merlyn's Rainbow: Lupus Walk for a Cure

(Name of your company) Joins the Fight for a Lupus Cure

Saturday, May 4, 2002

Eastern Parkway/Nostrand Avenue

On Sunday, September 8th, join us for the Merlyn's Rainbow: Lupus Walk for a Cure 2002 starting on Eastern Parkway and Nostrand Avenue and culminating with a health expo.

The Merlyn's Rainbow: Lupus Walk for a Cure 2002 raises vital funds for research into the cause of and cure for women's cancers as well as providing support to the women fighting these diseases. To be part of this special day, simply fill out the attached registration form. You may send this form, including our team name and number, along with your \$20 registration fee, directly to the address on the registration form or turn in the form with your registration fee to me, (your name here).

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We hope you will join our company as we participate in this worthwhile event. If you need additional registration forms for family or friends who would like to join our team or if you have any questions, please call me at (phone #). If you are unable to attend the Merlyn's Rainbow: Lupus Walk for a Cure 2002, we hope you will take an active role by sponsoring a participant on our company team or by [donating to a Lupus Cure](#). Thank you for your support and we hope to see you on September 8th!

Click here for a PDF of the [Sample Inter-Office Memo](#).

