**MEMORANDUM**

**To:** All Staff

**From:** Fred Jones, Manager

**Date:** KEY TODAY’S DATE HERE eg 20 April 2017

**Subject:** **Stock Levels**

This is to inform you of the quantities of stock items that are held in total:

PASTE A COPY OF THE DATA HERE

I would also like to show you stock held in larger quantities (over 10 items). It would be appreciated if you would attempt to reduce the stock levels on these items.

PASTE A COPY OF THE CHART HERE