## MedallionDome_6City of Albuquerque

## **Department Name**

### Timothy M. Keller, Mayor

**Interoffice Memorandum**  **Month Day, Year**

**To:** **Name, Title,** **Department, Division**

**From:** **Name, Title**

**Subject:** **INTERNAL MEMO**

Type memo content here (Full Justify).

cc: Name, Title, Department