



Date

NOTE TO DR. FAUCI

Subject: Your Question after Yesterday's Meeting

You can use a short note for a short message on a subject that can be treated informally.

Prepare a note much like a memorandum, but with a simplified heading. For the heading, just type NOTE TO followed by the addressee's name. If it will help make the note clearer, you can include a subject line as a second part of the heading.

Leave two blank lines below the heading, and begin type the text of the note.

Francis S. Collins