

EXHIBIT 15.22 Memo template

National Steel Industries Ltd
12, Gandhi Marg, New Delhi 110002

Interoffice Memorandum

DATE:

TO:

FROM:

SUBJECT:

_____ (Opening)

_____ (Discussion)

_____ (Discussion)

_____ (Closing)

Signature

Attachments:

Distribution:

Useful Tips to Prepare Memos



1. Use the standard format or the one prescribed by the organization.
2. Include all the necessary segments.
3. State clearly the context and purpose in the opening segment.
4. Keep in mind your relationship with the recipient to choose the degree of formality.
5. Maintain a positive tone.
6. State in the closing segment what action is expected from the recipient.
7. Use features like highlighting, bold face, etc. to draw attention.
8. Keep the memo short.

EXHIBIT 15.23 Sample memo 1


Elite Cycles Limited

Heading

Date: 10 May 2014

Date

To: Production Manager
From: Personnel Manager
Subject: CHANGE IN WORKING HOURS

Receiver

Sender

Subject

Please refer to your memo pd/21 dated 6 May 2014 requesting for a change in working hours of your division because of the extremely hot weather conditions.

Main body

As desired by you, the Vice President, Personnel, has agreed to change the working hours. The new timings will be 7 a.m. to 1 p.m. (Monday through Saturday) with effect from 17th May 2014 to 16th July 2014. Kindly inform all the employees working under you.

K. S. Shah

K.S. Shah

Signature

EXHIBIT 15.24 Sample memo 2

National Institute of Technology
Worli, Mumbai

Interoffice Memorandum

Date: 25 August 2014
To : Dean, Educational Hardware Division
From: Manager, Reprography Unit
Subject: PURCHASE OF THREE PHOTOCOPIERS

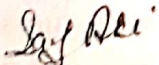
With the addition of four new departments and consequent increase in the number of both faculty and students, the volume of work in the reprography unit has considerably gone up.

The two CopyFast photocopiers that we have at present are no longer adequate to meet the demands. These machines were bought seven years ago and have become obsolete. Moreover, they break down frequently and need major repairs. This year alone we have spent Rs 25000/- to keep them in working condition.

Our estimate shows that we now require at least three more photocopiers to cope with the increasing demand. We have also studied the features and the cost of various brands of photocopiers currently available in the market.

We recommend the purchase of three ImageX5 photocopiers from Singhania Imaging Ltd., Mumbai. The price list is enclosed.

I request your approval for the purchase of these three photocopiers.


Saif Ali