university of minnesota

memo

to Howard Brenner

from Will Farrell

I understand Shelly talked to you about retaining Norm Hatker. Here is my pitch.

- ☐ For your information
- ☐ For your approval
- ☐ Approved
- ☐ For your attention
- ☐ Note and file
- ☐ Note and return
- ☐ Note and forward
- ☐ Please advise
- ☐ Please comment
- ☐ Please reply
- ☐ Please handle
- ☐ Send copy
- ☐ Please see me