**Memo Practice #1**

You work for ABC Company, as the executive assistant to James Moore. James has asked that you format and key the following information in proper memo style. The memo should be addressed to Ms. Jackson, Vice President from Mr. Moore, Executive Director. Send a copy to Mrs. Smith, President. Use today’s date and the subject is *Ballet Company Addresses*.

**Be sure to add headings and other notations (including your initials as the reference initials) where necessary.**

Attached is the address list for the ballet companies that you requested. I was unable to secure an address for the Bolshot Ballet in Moscow.

I have seen the Royal Swedish Ballet, the American Ballet Theatre, and the Paris Opera Ballet perform. They were all excellent. The patrons of our Artist Series would be extremely pleased with any of the three performances.

Even though I have not personally seen performances by any of the other groups on the list, I have heard excellent comments by others who have been fortunate enough to see them perform. I don’t think we can go wrong by inviting any of those on the list to be a part of next year’s Artist Series.