**Memo Practice #2**

Please key the following memorandum to John Vitale using proper memo format. It is from Julie Smith, Human Resources Department Manager. Use the current date. The subject is *Speaker Invitation*. Also, a copy of the memo needs to go to Nancy Wells, CEO.

**Be sure to add headings and other notations where necessary.**

Thank you for agreeing to speak to the members of our organization who belong to The Office Network about beginning a mentoring program. Your interesting presentation on this topic was recommended to us, and I believe it will be an inspiring talk for our organization. We have chosen to adopt a local high school’s business students and mentor them while they are participating in our cooperative work program.

The Office Network will meet on March 30, 2007, in the Human Resources Department Conference Room. There will be approximately 15 participants at our monthly meeting.

If you should have any questions, you can contact me at [jsmith@pba.org](mailto:jsmith@pba.org) or call me at 1-800-542-5800.

Again, we look forward to hearing your exciting presentation!