

Example – Memorandum for a Retroactive Regents Communication

Dean's Letterhead

MEMORANDUM

To: Martin A. Philbert
From: *Dean's name*
Date: *Current date*
Subject: Retroactive Regents Communication

We have prepared a Regents Communication requesting the approval of an additional appointment for Professor John A. Doe as Associate Professor of Mathematics, effective September 1, 2007. Due to (*insert reason here*) we were too late for the last Regent's meeting. Please accept our apology for the delay in submitting this request.