

Example – Memorandum for a Retroactive Regents Communication

Dean's Letterhead

MEMORANDUM

To: Laurie K. McCauley
Provost and Executive Vice
President for Academic Affairs

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 (*insert date here*). 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.