

3.100

STANDARD FORM NO. 64

PUBLIC HEALTH SERVICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : *Mr. [Name]*
 FROM : *Mr. [Name]*
 SUBJECT : *[Subject]*

On [Date], [Name] advised that [Name] of [Agency] is [Action].

[Name] of the [Agency] was [Action] [Name] of the [Agency] [Action] [Name] of the [Agency].

[Signature]