

YOU  HAVE A MESSAGE

From the Desk  
Of  
Augusta Collucci, Secretary

Date: 11-29-11

Memo to Pat Ditri

- |  |  |
|--|--|
| <input type="checkbox"/> For your information                          | <input type="checkbox"/> Please return with your comments        |
| <input type="checkbox"/> For your approval                             | <input type="checkbox"/> Please complete form(s) and return      |
| <input type="checkbox"/> For your files                                | <input type="checkbox"/> Please sign and return                  |
| <input type="checkbox"/> Per your request                              | <input type="checkbox"/> A copy will be sent back to you         |
| <input type="checkbox"/> Per our conversation                          | <input type="checkbox"/> Add comments if your wish               |
| <input checked="" type="checkbox"/> Please follow up                   | <input type="checkbox"/> Sign both copies, return one            |
| <input type="checkbox"/> The enclosed is critical                      | <input type="checkbox"/> Please review and pass on               |
| <input type="checkbox"/> The enclosed requires your<br>timely response | <input type="checkbox"/> Please discuss with me                  |
| <input type="checkbox"/> Please read the enclosed carefully            | <input type="checkbox"/> Returning attached with thanks          |
| <input checked="" type="checkbox"/> Please call me regarding this      | <input type="checkbox"/> Please advise regarding the<br>attached |
| <input type="checkbox"/> Please reply to the attached                  | <input type="checkbox"/> Please respond promptly                 |
| <input type="checkbox"/> Please note and return                        | <input type="checkbox"/> Reminder                                |

**Comments**

*Thank you*

Dear Mrs. Moses:

I have in my possession the following:

- 2 monitors
- 1 computer
- 3 keyboards
- 2 mouses
- 1 set of speakers

and I would like to donate them to Connecticut Farms school if you are interested.

Sincerely

Dulce Sousa