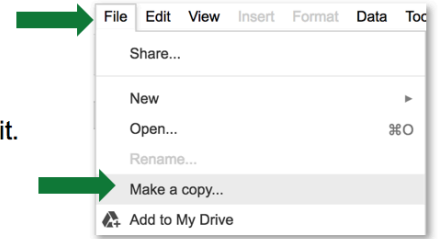


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



EXECUTIVE APPROVAL MEMO TEMPLATE



MEMORANDUM: EXECUTIVE APPROVAL

MEMO TO: Executive Name
THROUGH: Division Director Name
FROM: Project Manager Name
DATE:
SUBJECT: Request for Executive Approval to ...

BACKGROUND

Body Copy

REQUEST

Body Copy

APPROVAL

APPROVED

DISAPPROVED

DISCUSSION REQUIRED

DISCLAIMER

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