

SAMPLE MEMO

(Please print your memo on your own department letterhead.)

To: **Space Committee**

From: **NAME OF DEAN & CORRESPONDING V.P. REQUESTING**

Date:

Subject: **Space Committee Request**

This is a request for Space Committee action on the following:

Request:

Requester:

Explanation of what type of request, example: renovations, lease of space, permanent or temporary (if temporary – indicate length of time), etc. Give details on work to be done. Floor plan to demonstrate should be included.

ALSO – Indicate funding source and benefits to the University or Program. Cost estimates if available.

Thank you in advance for the consideration of this proposal.