

## Example – Memorandum for a Retroactive Regents Communication

*Dean's Letterhead*

### **MEMORANDUM**

**To:** Paul N. Courant  
**From:** *Dean's name*  
**Date:** *Current date*  
**RE:** 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 September 1, 2004. 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.