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**Any Firm PC**

# ABC Place, Suite 300 100 First Avenue

Anywhere, Oregon 97204

Telephone (503) 111-1111

**Transmittal Memo**

To: Date:

From: RE:

Client Name/Matter:

Attachment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Urgent** |  | **For Your Information** |
|  | **Please Review** |  | **No Reply Necessary** |
|  | **Please Call** |  |  |

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