



CITY OF BALTIMORE

TRANSMITTAL MEMO

TO	
FROM	DATE
SUBJECT	

FOR YOUR	COMMENTS		TAKE APPROPRIATE ACTION	
	INFORMATION		INVESTIGATE AND REPORT	
	APPROVAL		SUBMITTED PER YOUR REQUEST	
	SIGNATURE		SEE ME	DATE
	TRANSMITTAL			AM <input type="checkbox"/> PM <input type="checkbox"/>
NOTE AND	FILE			AS SOON AS POSSIBLE
	RETURN TO ME			AT YOUR CONVENIENCE
PREPARE REPLY FOR	MY SIGNATURE		NEED BY	DATE
	YOUR SIGNATURE			AM <input type="checkbox"/> PM <input type="checkbox"/>