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| --- | --- | --- | --- | --- |
| UoL Logo B&W | | | **MEMORANDUM** | |
| From: |  | | To: | Registrar and Chief Operating Officer |
| Date: |  | |  |  |
| Tel: |  | |  |
| Email: |  | |  |
|  | |  | | |
| **Key Points** | |  | | |
| **Heading:** | | **<Project Title>** | | |
| Executive Summary: | | <Brief Details> | | |
| Contract Sum | | £ | | |

Dear

Please find attached a copy of the consultant/contractor appointment contract for the.

Please would you arrange for it to be signed and dated, by yourself and another, where tabbed, and returned to me as soon as possible.

Many thanks

Project Manager Name

Title

Address