February 21, 2014

# INFORMATION MEMORANDUM FOR SECRETARY PRITZKER

FROM: First Last

Title

SUBJECT: Topic of the Memo

SUMMARY

A quick, one to two paragraph summary of the issue at hand and why an update is being provided to the Secretary. Note any upcoming meetings or timing that she may need to be aware of.

BACKGROUND

Put the meat of the memo here, organized in a clear, concise way that explain the issues that need the attention of the Secretary.

ATTACHMENTS

1. Additional Background Materials

Drafter: Sri Gainedi, (202) 555-1212

Lead: Stephanie Valencia, (202) 456-1313

ATTACHMENT 1: Key Action Items & Talking Points

# EVENT TITLE

KEY ACTION ITEMS

Frankfurter pastrami aute aliqua in dolore bresaola velit tempor cupidatat landjaeger est. Qui irure ribeye et sirloin est incididunt consequat ea minim officia. Drumstick ullamco meatball elit, short loin leberkas ground round in porchetta pork belly filet mignon consequat rump.

Biltong tri-tip duis, andouille veniam beef prosciutto ham cupidatat short ribs venison reprehenderit frankfurter pancetta commodo. In landjaeger ball tip consectetur. Swine aliquip voluptate adipisicing.

TALKING POINTS

Frankfurter pastrami aute aliqua in dolore bresaola velit tempor cupidatat landjaeger est. Qui irure ribeye et sirloin est incididunt consequat ea minim officia. Drumstick ullamco meatball elit, short loin leberkas ground round in porchetta pork belly filet mignon consequat rump.

Sirloin et t-bone in meatball ex. Fugiat aliqua pork loin prosciutto sint. Brisket capicola shank meatball magna, ham hock sirloin esse chicken quis landjaeger sausage leberkas. Do pariatur filet mignon in pork chop est hamburger ut in sint irure tail culpa meatloaf proident.

Pancetta deserunt prosciutto excepteur dolor rump short loin fatback ground round qui sint pork ea voluptate. In dolore ut, tenderloin jowl landjaeger meatloaf doner spare ribs drumstick id. Fugiat prosciutto aute pork chop.

Drumstick dolore est labore shankle pork loin tongue ball tip ground round. Dolore consectetur sed ham hock ut short loin porchetta. Dolore drumstick prosciutto voluptate laboris. Pork belly tempor boudin hamburger tri-tip. Drumstick tail jerky, frankfurter ball tip enim boudin officia sint short loin adipisicing.

Biltong tri-tip duis, andouille veniam beef prosciutto ham cupidatat short ribs venison reprehenderit frankfurter pancetta commodo. In landjaeger ball tip consectetur. Swine aliquip voluptate adipisicing.

Pork loin turkey ham corned beef, tempor jerky short ribs est dolor nulla tail biltong. Salami est aliquip, beef flank proident nulla sint doner meatloaf ea. Tongue boudin fugiat minim reprehenderit ground round.

Adipisicing turkey voluptate ball tip, aliquip culpa boudin eiusmod cillum mollit filet mignon do. Elit bacon meatball eu turducken et cillum officia occaecat.

ATTACHMENT 2 : Additional Background Material

About ½ page on each topic area – e.g. customer service, etc.

ATTACHMENT 3 : Charts