

## Activity 1

### Memo

Format and key the text at the right as a memo. Proof-read your copy; correct all keying and format errors.

**Save as: CR1 ACTIVITY1**

TO: Marguerite Mercedes, Director  
FROM: Justin Mathews, Administrative Assistant  
DATE: March 5, 20--  
SUBJECT: BALLETS COMPANY ADDRESSES

Attached is the address list for the ballet companies that you requested. I was unable to secure an address for the Bolshoi Ballet in Moscow.

I have seen the Royal Swedish Ballet, the American Ballet Theatre, and the Paris Opera Ballet perform. They were all excellent. The patrons of our Artist Series would be extremely pleased with any of the three performances.

Even though I have not personally seen performances by any of the other groups on the list, I have heard excellent comments by others who have been fortunate enough to see them perform. I don't think we can go wrong by inviting any of those on the list to be a part of next year's Artist Series.

xx

Attachment