

Interoffice Memo

| To/Office: | | |
|--|------------------------|------|
| Attention: | | |
| From/Office: | Quality Control | |
| Subject: | Return of Case Records | |
| Enclosed you will find the case records we requested and are now returning to your office. | | |
| Please acknowledge receipt of the following: | | |
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| Please sign and return one copy of this form to: | | |
| Thank you. | | |
| Received by | | Date |