**Note to file**

**Subject:**

**To:**

**Date:** Month Date, Year

**Prepared by:** [addName, Degree, Title]

The purpose of this note to file is to [add the details of the purpose here]

[add body of content here]

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[add Title of Signatory] Signature Date (mm/dd/yyyy)

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[add Title of Signatory] Signature Date (mm/dd/yyyy)