7 April 2021

**MEMORANDUM**

To: Thanh Nguyen, Assistant Director, F&S Accounting

Arwa Elouri, Senior Accountant, F&S Accounting

Through: \_\_\_\_\_\_\_\_\_\_\_\_, Assistant Director, F&S Project Development and Engineering

From: \_\_\_\_\_\_\_\_\_\_\_\_, F&S Project Development and Engineering

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached for your signature, approval and continuance of action is one copy of Change Order \_\_\_\_\_\_\_on the above referenced project. Changes may have been made throughout the document.

If you have any questions, please call me at extension 646-\_\_\_\_\_.

Thank you.

(Sign Name)

PM/APM typed name

Project Manager or Assistant Project Manager

F&S Project Development and Engineering

cc: 4/7/21 Hand Delivered to F&S Accounting - (2 Each)

4/7/21 Contractor - (1 Each via email)

3/26/20 Engineer/Architect - (1 Each via email)