
AP.020 Invitation Memorandum

Ref: ___/___/ PjM/ ___

PROJECT: <Project Name>

DATE: 07 May 2022

TO: <Recipients>

FROM: <From Name>
<From Phone #>
<From Email Address>

SUBJECT: <Subject of Memo>

As you know, the technology which has served us in the past is no longer capable of supporting the business needs of our organization as we move forward. As part of our technology strategy, we are moving to <the complete suite of Oracle Applications>. That purchase is now complete and we are ready to begin planning a successful implementation.

As a key player in leading this implementation as smoothly and seamlessly as possible, you are invited to attend the Project Team Orientation Session, which will be held <timing> at <location>. During this session, we will be validating those decisions which, ultimately, will ensure we achieve the return on investment we envision. Our objective is to understand our high-level project strategy to get us started as productively as possible.

This session is facilitated by <a team of consultants from Oracle> who have a depth of experience in anticipating and mitigating the technological, process, people and organizational issues brought about by major technology change.

<Transportation will be provided from the corporate offices to <hotel> leaving at <time>; two cars will be waiting at the <street> entrance. Our (first) session will begin<on Friday> with <dinner at 6:00 PM>, and we expect to conclude our (final) session by <1:00 PM on Sunday>.

<Name> is also the person to call if you have any other questions about the arrangements.

I/(we) look forward to seeing you at <location> on <time>.

*(Name)
Executive Project Sponsor*

*(Name)
Project Manager*

Attachment: Agenda for the session(s)

Memorandum For Invitsgation 2paper

BM King



Memorandum For Invitsgation 2paper:

Unveiling the Power of Verbal Art: An Mental Sojourn through **Memorandum For Invitsgation 2paper**

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