MEMORANDUM

To: All Employees

From: Your Name

Date: Today's Date

Subject: Tour to Southeast Alaska

As many of you are already aware, the company has organized a new tour to Southeast Alaska. This promises to be one of the most memorable Voyager Travel Adventures yet!

We know that you are all better able to market our tours to customers when you know exactly what the packages include. With this is mind, we are offering spots on each of the two tours to our travel agents. We hope you will avail yourselves of this opportunity to experience Alaska at its best. That way, you will return ready and willing to sell this wonderful experience to others.

Attached is a press release announcing the tour. If you are interested, fill out the necessary paperwork and return it to me as soon as possible. Don't miss out on this great opportunity!