



Student Memo Template (SVN3M)

Waste Management Division

To: Waste Management Senior Staff
From: (Student Name)
Date: (Current Date)

Subject:
(Memo Title)

Recommendation:
Waste Management staff recommends that this memo be received for information.

Purpose:
(Why is this memo being submitted?)

Background:

- (Provide a clear explanation of the memo)

Required Action:

- (Identify what steps are being taken to ensure public safety.)

Stakeholders:

- (Identify potential stakeholders (a person or group with an interest or concern related the landfill) and explain how each stakeholder will be informed.)

Conclusion:

- (Provide a clear and precise conclusion.)

Respectfully submitted

(Student Signature)

(Typed Student Name)
Waste Management Staff

The Regional Municipality of Durham - Waste Management Services

If this document is required in an accessible format, please contact schoolprograms@durham.ca

2022-08-25