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MEMO TO: Name, Title
FROM: Name, Title
DATE: May 5, 2010
SUBJECT: FCC European Trip

This memo and others to follow will keep you informed about my upcoming trip to Europe. I have been invited by the Federal Communications Commission to lead a committee that will study television news in European countries. This opportunity came about because Jill Andrews received advance notice about the study and made the necessary arrangements so that I would be invited to participate. I am delighted to take part in this important project, which should be of great interest to all of our employees.

A major focus of this study will be to compare the types of technologies used in different European countries to report and broadcast the news. Our study group will visit six European countries to gather further information. We will be visiting England, France, Denmark, Germany, Spain, and Portugal from August 24 through September 23. Four other members will offer their services to this committee:

Our initial plans are to spend approximately five full days in each country, meet with the news personnel of one or two of the major networks, tour their facilities, view recent broadcasts, and observe their general operations and various divisions. It should be quite an education.

If you need to contact me during my absence, Barbara Brooks, our liaison at the Federal Communications Commission, is the appropriate contact. She, or any employee on her staff, will be able to provide a location and phone number.

As you can imagine, this is an exciting time for me. Thank you for supporting the project and for taking into account the long-term implications of this important study.

mrk (**Writer's initials - all lowercase**)