**MEMORANDUM**

Date: [INSERT DATE]

To: Meera Komarraju, Provost and Vice Chancellor for Academic Affairs

Through: [DEAN NAME], Dean

 [COLLEGE]

From: [AGREEMENT INITIATOR], [TITLE]

 [DEPARTMENT]

Re: [TYPE OF AGREEMENT] between SIU Carbondale and [FACILITY NAME]

Enclosed for your review is an [TYPE OF AGREEMENT] between SIU Carbondale and [FACILITY NAME], with offices in [CITY, STATE]. This agreement will provide [TYPE OF EXPERIENCE] within the [DEPARTMENT], [COLLEGE]. The attached agreement has been reviewed and it is being recommended for your approval.

*[Please state the following inside this memo in paragraph form:*

*1. If there is a deadline involved (needs to be returned by, submitted by, etc.) it is clearly stated on the cover memo.*

*2. Whether this is a new MOU, an extension or renewal to an existing MOU (no changes), or a revision to an existing or prior MOU (with changes)*

*3. If there are changes, a sentence or two highlighting the change(s)*

*4. Information about the courses offered – program or degree name and whether they are issued a degree or certificate upon completion*

*5. Other information in support of this MOU (only program of its kind, partner approached SIU, etc.]*

*(The information requested above is simply a suggestion, but providing information requested above will assist in processing the MOU/Agreement.)*

Thank you, as always, for your assistance with this review. Please contact me at [INSERT EMAIL] if you have any concerns.