**DATE: (Current Date)**

**TO:** Nancy Jones

**FROM:** (Your Name)

**RE:** DESKTOP PUBLISHING

After reviewing a number of desktop pubblishing textbooks, I have chosen Desktop Publishing Theory and Application for use in **OT 233, Desktop Publishing**. The bookstore manager has ordered the book for next quarter.

The classs was to be held in **Room 226**. Due to computer requirements, the class has been moved to **Room 301**. The classroom cen accommodate 25 people. Therefore, the class enrollment has been changed from 30 to 25.