

ADM

ADMINISTRATIVE MESSAGE

ADMS

TRANSFER TO: _____

ZIP CODE: _____

LIST ADDRESSEE ROUTING INDICATORS

SAXHX _____

TO: CAVE FILE (ENTER LOCATION NUMBER HERE) IRG CA

FROM: JOE SMITH, CR, FO999, PHONE 999-999-9999, FAX 999-999-9999, SAFLG

SUBJECT: 000-00-0000 BILL JONES

TEXT: 07/01/2011 8AM - NEED WORKER'S COMP SETTLEMENT PAPERS WITH AWARD DATE OF DECEMBER 2009

TRANSMIT: Y/N Y