

Memo

To: Michelle Nunn

From: [Your Name]

cc: Gordon Giffin, Ron Martin, Senator Nunn, Colleen Nunn, Valeria MacPhail

Date: [Date]

Re: The Campaign Plan

We are pleased to provide you with planning documents from all operations of the campaign. The memos enclosed in this document provide a summary of our proposed plans for each department of the campaign for 2014. We identify the staff responsible, the process we will follow, and a timeline for completion of the work. We invite your thoughts and suggestions, and as you will see, in a few areas, we are depending on your direct input.

We are meeting with the senior staff in an all-day planning meeting on Tuesday, December 17th, and if possible, we would like to have your comments before the meeting. Please provide your feedback on staff memos directly to the two of us. We do expect much of the content of these memos to be reviewed in context of our strategic discussion on Monday, December 16th, and we will hold time at the end of day to cover any topics that are not noted in our discussions.

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