Full Date, 2018

**MEMO**

To: National Pan-Hellenic Council

From: CHAPTER NAME Chapter of ORGANIZATION NAME (List all organizations involved in agreement)

 CHAPTER NAME Chapter of ORGANIZATION NAME

RE: TOPIC (Be specific)

This letter will serve as the written agreement between the CHAPTER NAME Chapter and the CHAPTER NAME Chapter; these terms were agreed upon regarding ISSUE THIS AGREEMENT WILL RESOLVE on FULL DATE OF THIS AGREEMENT:

 LIST ANY/ALL OF THE STIPLUATIONS OF THIS AGREEMENT HERE:

* Xi Psi will begin their new member presentation at 7:08 p.m. in Rudder Auditorium.
* Pi Omicron will begin their neophyte presentation at 8:06 p.m. in Rudder Auditorium.
* Xi Psi will provide the DJ for the event.
* Pi Omicron will pay for the venue based on their quote from Rudder, but Xi Psi will pay any event overages or additional charges. If the event is shorter than expected, Pi Omicron will accumulate those funds.
* If there are any damages during the event, both chapters will split the costs of those damages if it was unclear whose fault it is. If it is clear who caused the damage that chapter will be responsible for it.
* In the event that the event does not go as stated above, compensation will be discussed by both chapters.

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CHAPTER PRESIDENT FULL NAME CHAPTER PRESIDENT FULL NAME

CHAPTER NAME Chapter President CHAPTER NAME Chapter President

ORGANIZATION NAME ORGANIZATION NAME

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Witness Witness

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Date