

## GENERAL MESSAGE (ICS 213 - PH)

<b>1. To</b> (Name and Position):		
<b>2. From</b> (Name and Position):		
<b>3. Address/Location</b> (if applicable):		
<b>4. Subject</b> (optional):	<b>5. Date:</b>	<b>6. Time:</b>
<b>7. Message:</b>		
<b>8. Approved by:</b> (optional) Name:	Signature:	Position/Title:
<b>9. Reply/Action Taken:</b>		
<b>10. Replied by:</b> Name:	Position/Title:	Signature:
<b>ICS 213 - PH</b>	Date/Time:	