

GENERAL MESSAGE (ICS 213 - PH)

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

GENERAL MESSAGE (ICS 213 - PH)

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