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## MEMORANDUM

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**TO:** CHIEF EXECUTIVE, ANNE ARUNDEL COUNTY

**FROM:** YOUR NAME

**RE:** ENTER SUBJECT

**DATE:** ENTER DATE

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### **Risk Assessment Summary**

This is only placeholder text, be sure to read the Assignment Instructions for specific details about what should be included in this section and the sections that follow. To get started right away, just select any placeholder text (such as this) and start typing to replace it with your own. Be sure to remove any placeholder text before submitting your assignment. Do not change font size, type or page margins. Text should be single spaced, with one 'hard return' at the end of each paragraph which will add a blank line between paragraphs. There should also be one hard return after the subtitles.

### **Background**

To get started right away, just select any placeholder text (such as this) and start typing to replace it with your own. Text should be single spaced, with one 'hard return' at the end of each paragraph which will add a blank line between paragraphs. There should also be one hard return after the subtitles.

### **Concerns, Standards, Best Practices**

To get started right away, just select any placeholder text (such as this) and start typing to replace it with your own.

Example of a second paragraph: Text should be single spaced, with one 'hard return' at the end of each paragraph which will add a blank line between paragraphs. There should also be one hard return after the subtitles.

### **Action Steps**

To get started right away, just select any placeholder text (such as this) and start typing to replace it with your own. Text should be single spaced, with one 'hard return' at the end of each paragraph which will add a blank line between paragraphs. There should also be one hard return after the subtitles.