



# MACHAKOS UNIVERSITY

DIRECTORATE/SCHOOL/DEPARTMENT/SECTION

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INTERNAL MEMO

TO: DESTINATION REF: MksU/CU/IA/VOL.1  
THRO': (Optional if none)  
FROM: AUTHOR DATE: DD/MM/YYYY

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SUBJECT: (UPPER CASE)

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Message Body: Footlight Font, text size 12 - 14

**Signature of Author:**

**NAME OF AUTHOR:**

**TITLE OF AUTHOR:**

**Cc:** (optional)

**List:** (optional)

