

**MEMORANDUM**

**DATE:**

**TO:**

**FROM:**

**CC:**

**SUBJECT:**

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This letter is to formally request a presentation before the Memphis City Council from the City of Memphis administration. Details of the presentation topic and need are outlined below. Please reach out to the contact listed with any questions.

**Committee:**

**Title of Presentation:**

**Presenter:**

**Description [2-3 sentences]:**

**Has this topic been previously presented by the Administration? If so, when was the last presentation on this topic?**

**Does this presentation address questions from a specific Councilmember(s)? If so, please describe.**

**Requested Council Date:**

**Alternate Council Date:**

**Is the topic time-sensitive?**

*Please attach any supporting documentation*