*Memorandum*

*To: RCH/MOB/ST/IA/JRH/PDB/DAS/PH/MR/DS/JW/GB/MH*

*/CS/AK/KK/VT/SK/JG/AB/AH/SW/PS/VG*

*From: Jade Keynes*

*Date: 15th September 2014*

*Subject: Staff Christmas Party 2014*

Dear all,

Again this year the Christmas Party will be held at Sandown Racecourse\*

The event will be held on Friday 5th December and we will all meet at the venue at approximately 12pm.

I have attached a sample menu to give you a rough idea of the food provided, if you have any dietary requirements please let me know as soon as possible.

Can you please contact Jade Keynes (jade@raphaelltd.co.uk) to confirm your attendance by Friday 10th October.

\*Sandown Racecourse - Sandown Park,

Portsmouth Road

Esher, Surrey

KT10 9AJ