



DATE: MAY 4, 2020

MEMO: 2020-ORG-049

**DISTRIBUTE TO:** District through Territory Leaders, Zone and Territory Offices  
**FROM:** SGI-USA Organization Center  
**SUBJECT:** **UPDATE #3: Sending Memos to Ikeda Sensei During COVID-19**

**Please distribute to all members.**

Due to the high volume of memos being sent to Ikeda Sensei, please see below regarding updates on the following ways to send memos.

 <p><b>SEND BY MAIL:</b> SGI-North America Bureau 15-3 Samon-cho Shinjuku-ku, Tokyo 160-0017 Japan</p>	<p><b><u>IF SENDING BY EMAIL:</u></b></p> <ol style="list-style-type: none"><li>1. <b><u>Please DO NOT write the memo within the email.</u></b></li><li>2. <b><u>Only</u></b> memos that are attached to the email will be accepted.</li><li>3. Memo attachment must be a <b>Word Doc</b>. Please use the template provided.</li><li>4. Photos or images must be part of the same Word Doc.</li><li>5. Please keep your memo to 1 page.</li></ol>
 <p><b>SEND BY EMAIL:</b> sgi-nao@sgi.gr.jp</p>	

Please note, this email address is only temporary. When activities resume, please send memos by fax from SGI-USA centers.

Attached is the Word Doc template of the memo form.

Thank you very much!