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.

**SEND BY MAIL:**
SGI-North America Bureau
15-3 Samon-cho
Shinjuku-ku, Tokyo 160-0017
Japan

**SEND BY EMAIL:**
sgi-nao@sgi.gr.jp

**IF SENDING BY EMAIL:**

1. **Please DO NOT write the memo within the email.**
2. **Only** memos that are attached to the email will be accepted.
3. Memo attachment must be a **Word Doc.** Please use the template provided.
4. Photos or images must be part of the same Word Doc.
5. Please keep your memo to 1 page.

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!