Internal Communication Statement Approval Sheet

| Document Title | | | |
|----------------------------------|------------|-------------|----------|
| Department/Unit | | | |
| Prepared By | | | |
| Date Prepared | | | |
| Reference No. | | | |
| Statement Summa | nry | | |
| Communication D Target Audience | Channel(s) | Key Message | Timeline |
| | | | |
| Additional Notes | | | |
| Approval | | | |
| Prepared By | | | |
| Date | | | |
| Reviewed By | | | |
| Date | | | |
| Approved By | | | |
| | | | |
| Date | | | |