

Memorandum (optional, sometimes letterhead)

Date:

To: (recipient's name and title)

From: (writer's name and title)

Subject: (be specific)

Initials (verification)

Copies: (indicate who will receive a copy of the memo)

Introduction Paragraph

In most cases, the writer introduces the subject, establishes its importance, and explains the purpose of the memo in the first paragraph.

Topic Headings

The writer may use subheadings to guide the reader through a memo, especially a longer memo.

Indenting and Spacing

Many memos use no indenting. Use a format that allows the reader to find information easily, or go with the style of the company you work for.

Concluding Paragraph (or end of memo)

Ask for a specific action from your reader.

Tone

Always use a polite, professional tone.

Second-page Header

If your memo takes more than one page, include a header on the following pages. Example: Forte (reader's name), June 10, 2010, page 2)