

Memo

To: [Click here and type name]
From: [Click here and type name]
Date: [Click here and type date]
Subject: [Click here and type subject]

Memo-writing checklist

- The memo should be written in the proper format (To, From, Date, Subject)
- The memo should be initiated or signed, often beside the typed name of the writer or sender.
- The heading segment should be double space and each segment should at least be parallel with each other.
- The subject line should clearly state the purpose of the memo
- Leave one blank line between the subject of the memo and the first line of the memorandum.
- The first sentence in the body of the memo should clearly explain the purpose that is written in the subject line
- All memos are typed single space with double spaces between paragraphs.
- The body should not begin with a salutation. It should not also end with a complimentary close or a signature block
- The memo should be submitted in pdf file justified

Components of the Memo

- In the first paragraph, clearly state the purpose of your memo. You might begin your sentence with the phrase, "I'm writing to inform you ..." or "I'm writing to request ..."
- In the second paragraph, provide context or supporting details you want your readers to know
- In the third paragraph, summarize the key actions you would like the readers to take.
- Closing: Close the memo with a friendly ending that restates what action you want the readers to take

Guidelines For Writing A Memo

Paul MacRae



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