Memorandum

To: Names of intended recipients

From: Your Name, Title

Date: Month Day, Year

Subject: Subject of the memo

Begin the memo with a sentence that describes the reason you are writing. It should be very short — about one or two sentences. The introduction should clearly state the purpose of the memo so the reader immediately understands what it is about. If the memo is meant to respond or follow up on a certain topic or situation, include that in the first paragraph.

Bullet point #1 to list important information.

Bullet point #2 to list important information.

Bullet point #3 to list important information.

Use the last few sentences to conclude your memo. Make sure you include a request for any action you need people to take after reading your memo.

Thank you,

Your name

Your email address

Your phone number

Attachment: Attachment of image, graph or chart that your intended recipients might need.