[Logo]

Memo

## To: [Target Audience]

## From: [Person and/or Department issuing the memo]

## Date: [Date Sent]

## Subject: [Subject of the Memo]

[Opening – Get straight to the point in this first paragraph. Keep your message simple and short, and make sure it’s easy to read.]

[Summary – Summarize any contextual information needed to support the opening paragraph.]

[Conclusion – End with a call to action.]

CC: [Send copies to anyone affected by the memo.]

Attachments: [List any attachments to the memo. Only list items referred to in the body of the memo.]