Memorandum

## To: [Audience]

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

## Date: [Date Sent]

## Subject: [Subject of the Memo]

[**Introduction** - This introduces the purpose or problem to be investigated

Get to the point in the opening paragraph. Keep things simple and short. Make it easy and fast to read. ]

[**Body** – Information (findings), often set out under subheadings and/or numbers Summarize any historical or contextual information needed to support the opening paragraph.]

[**Conclusion** – Suggestions for a particular action or lack of action to be taken.]

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.]