

Date

TO: Lucy Leader, CEO, Acme Corporation

FROM: Your Name (*you will sign or initial above your name*)

RE: Brief and descriptive topic of the memo

A business memo is used to convey information quickly and concisely. It should be written with the audience in mind, aiming to provide them the information they need as simply as possible. A memo should summarize information rather than providing lengthy details. The remainder of this memo gives you information about proper memo format and use.

Organizing your information

Because you are trying to provide your audience with easily accessible information, you may choose to use headings or bullet points. Headings can cue your reader about what is to come. Bullet points convey information without excess verbiage. Use bullet points:

- To present a group of related information
- To make the memo easier to read
- To highlight specific information

When you use bullets, be sure that they follow a consistent grammatical structure. For example, start each with a verb, or with a verb in the infinitive form (to present, to make, to highlight).

Information Order

The memo should open with a clearly stated purpose so the reader knows what you will be discussing. A brief introduction will orient the reader. The body of the memo provides the information. The final paragraph should include a conclusion and a summary of required actions that should be taken by the reader.

Careful editing

A business memo is a representation of you and your capabilities. It should be grammatically correct and free from spelling or word usage errors. Most memos use a standard 12 point font and one-inch margins on all sides. Don't indent each paragraph; use the block style and skip a line between paragraphs. A memo is usually one-page and certainly not more than two pages at the most.

The memo format may be used in emails as well.

Best of luck with your memo writing assignment.