**Memorandum**

**To:**

[Recipient's Name]

[Recipient's Position/Title]

[Department/Division]

**From:**

[Your Name]

[Your Position/Title]

[Your Department/Division]

**Date:** **[Current Date]**

**Subject:** [Brief and Clear Subject of the Memorandum]

I am writing this memorandum to address [the purpose of the memo]. Please take note of the following points:

[Provide a brief background or context for the issue being discussed. Include any relevant information necessary for understanding the matter].

[Clearly outline the issue or concern that requires attention. Be concise and specific].

[Explain the potential impact or implications of the issue at hand. Describe how it affects the department, organization, or any relevant stakeholders].

[Offer a suggested solution or action plan to address the identified issue. If necessary, outline steps to be taken or resources required to implement the solution].

[If there is a specific timeline for acting or implementing the proposed solution, mention it here].

[Specify any support or assistance required to execute the proposed solution successfully. If other departments or individuals are involved, mention their roles and responsibilities].

[Summarize the main points of the memorandum and restate the importance of addressing the issue].

Please review this memorandum carefully and provide your feedback or approval by [mention the deadline for response]. If you have any questions or need further clarification, do not hesitate to reach out to me. Thank you for your attention to this matter.

Regards,

[Your Name]

[Contact Information: Phone/Email]