**Memorandum**

**To:** [Recipient's Name]

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

**CC:** [Names]

**Date:** [Date Sent]

**Subject:** [Subject of the Memo]

**Introduction:**

[Introduction– Get to the point in the opening paragraph.]

**Body:**

[Body– Summarize any historical or contextual information needed to support the opening paragraph.]

**Conclusion:**

[Conclusion – End with a call to action.]

**Additional:**

[Optional Confidentiality statement]

[Closing Statement]

Regards,

[Your Name]