**Memorandum**

|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

To,

[Receiver Name]

[Receiver Title]

Date:

**[Date Sent]**

Subject: [Subject of the Memo]

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

[Summary – Summarize any historical or 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.]

Regards,

[Name]