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advice women can trust
Logo will not print with document

Memo

To: All Staff (or names of specific recipients)
CC: Names of people being copied (if needed)
From: Name of sender
Date: Month day, year

Re: New Memo Format Effective June 1

In order to improve interoffice communication, please adhere to the following guidelines for writing effective memos:

· Clearly state the purpose of the memo in the subject line and in the first paragraph.
· Keep language professional, simple and polite.
· Use short sentences.
· Use bullets if a lot of information is conveyed.
· Proofread before sending.
· Address the memo to the person(s) who will take action on the subject and CC those who need to know about the action.
· Attach additional information; don't place it in the body of the memo if possible.

Please put this format into practice immediately. We appreciate your assistance in developing clear communications. If you have any questions, please don't hesitate to call me.

Thank you.