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Memo

To: Name(s) of recipients
CC: Name(s) of people receiving carbon copies
From: Name of sender
Date: Month day, year

Re: Need for New Memo Format
I've noticed we don't seem to be able to communicate important changes, requirements and progress reports throughout the company as effectively as we should. I propose developing one consistent memo format, recognizable by all staff as the official means of communicating company directives.

While I know this seems like a simple solution, I believe it will cut down on needless e-mail, improve universal communication and allow the staff to save necessary information for later referral. Please talk among yourselves to determine the proper points of memo writing and return the input to me by 12 p.m. on September 30. I will then send out a notice to the entire staff regarding the new memo format.

Thank you for your prompt attention to this matter.