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Memo

To: Name(s) of recipients
From: Name of sender
Date: Month day, year

Re: Update on the T-12 Phase Three testing

As we enter Phase Four of the T-12 testing, I wanted to provide a progress overview of the Phase Three testing.

The body of the memo might include two to four paragraphs outlining the purpose of the memo. If this is a longer memo, each paragraph will have a subhead to help guide the reader through the document.

Finally, the writer includes a summary paragraph, which features bullets highlighting the main points of each previous paragraph, and concludes the memo with a stated action required by the reader or writer.