
INTEROFFICE MEMORANDUM

TO: STUDENT
FROM: FACULTY MEMBER
SUBJECT: WRITING GOOD MEMOS
DATE: 2/11/02
CC: OTHER STUDENTS

PURPOSE

The purpose of this memo is to provide you an example of proper memo format. This memo uses headings and Microsoft Word's Elegant Memo Template

SUMMARY

This memo outlines the required parts of a memo and ends with a recommendation that you use this advice when writing all future memos.

DISCUSSION

Memos are clear, concise, informal reports. A memo should have at least four parts: 1) Header information, 2) purpose statement, 3) a discussion and 4) a closing recommendation or action. Some memos may also include a summary. The header information should clearly state: 1) who the memo is for, 2) who the memo is from, 3) the date, 4) the specific subject of the memo, and possibly 5) the list of those receiving a copy of the memo. Note that this memo contains all this information above. The purpose of your memo should be clearly stated in the first sentence of the memo. Headings can be used to make your memo clearer as this memo does, although headings are not necessary for this short memo. In some memos, especially longer memos, it may be appropriate to summarize your message before going into a detailed discussion related the purpose of your memo. This memo provides a summary, although the summary is not needed for this short memo. The discussion in the memo should provide the information the reader is expecting after reading the purpose of the memo. The final paragraph of the memo should clearly state what you expect to happen next. You should either provide a recommendation or a suggested action.

RECOMMENDATION

I recommend that you use these suggestions on format and content when writing all future memos.