**MEMORANDUM**

To: Students

From: Kikos

Date: February 23, 2051

Subject: How to write a memorandum

If there is no letterhead, write “MEMORANDUM” or “MEMO” at the top of the page, centered, capitalized, and bold. (If there is letterhead, write “MEMORANDUM” or “MEMO” at the left margin.)

A memorandum is usually distributed to people inside an organization. Use the block format. Single space within blocks and double space between them. There are four spaces between the heading and the body. Also, there are four spaces between the body and any attachments or list of people sent courtesy copies.

The Heading includes the following: To, From, Date, and Subject. An opening paragraph should get right to the purpose statement. The body includes only necessary detail without giving irrelevant information. A closing paragraph states direct, specific instructions or a “course of action.”

Like all business correspondence, the memorandum is brief and usually makes one point. However, there are times when any business email, letter, or memorandum must be more than three paragraphs. If anything is attached, mention it in the memo and make a note of it . . . see example below.

Attached: “[The Business Memo](http://loyno.edu/wac/business-memo)” “Memo Topics see next page”

cc: List people sent a copy who are not in the “To” line of the heading.

Memo Writing Topics

1. During a routine safety committee inspection for your company, you

discover that several fire doors are propped open (they are supposed to

be kept closed at all times). You discussed the issue with Brad Tailor, the

foreman in charge of the area in question, but he refused to rectify the

problem. Write a memo to Monique Levesque, the Vice President who

supervises the safety committee. Explain the situation and specify what

action you want taken.

2. The hard drive in your computer is full of valuable files and data. Write a

memo to Joseph Magellan, your supervisor, requesting that your hard

drive be replaced by one with greater capacity (or that a second hard drive

be added to your system). Make as strong a case as you can: e.g. greater

productivity, better programs, etc.

3. A piece of equipment that is used infrequently, but must be available when

needed, is in need of repair. Inform your supervisor of the condition of the

equipment, its importance to your operation, and the need for repair.

Suggest a course of action. (Supply specific details.)

Topics borrowed from <http://sjsh.npsc.ca/media/65818/memo\_writing\_topics\_ii.pdf>.