

# Memo template

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: \_\_\_\_\_

1

Paragraph 1 gets straight to the point and includes statements such as “I am informing you.”

2

Paragraph 2 includes additional details on the topic being discussed.

3

Paragraph 3 is where you add your request after you’ve given all of the essential information above.