

MEMORANDUM

DATE: April 1, 2010
TO: Mary Student
FROM: Dr. Glenn B. Fatzinger, GBF
Instructor
SUBJECT: Memo Format

General Information

This memo indicates the format that should be used for typing memos to convey information within an organization. Memos have the heading information typed in all caps: DATE:, TO:, FROM:, SUBJECT:. Align all the fill-in information two spaces after the longest guide word (SUBJECT:). Begin your first heading or begin typing the body of the memo if no heading is used three lines after the SUBJECT line.

Paragraphs begin flush left with a ragged right margin and are typed in single space with double spacing between paragraphs. Side margins are 1 1/4 inches, or they may conform to the printed memo form in your organization. Also, the author of the memo signs his or her initials after the printed name. Unlike letters, memos are not signed.

Key Elements of Memos

- o Has a single topic
- o Uses informal conversational tone
- o Is concise and usually limited to 1 page
- o Uses graphic highlighting: (headings, lists or bullets) for ease of reading
- o Has no complimentary close