

Figure 9.8 Memo Format (on plain paper; direct request)

Everything lined up at left

October 8, 2012 *Plain paper*

2-4 spaces  
Double-space  
1" - 1 1/2"

To: Annette T. Califero *Line up*

From: Kyle B. Abrams *KBA Writer's initials added in ink*

Subject: A Low-Cost Way to Reduce Energy Use *Capitalize first letter of each major word in subject line.*

No heading for ¶ 1

As you requested, I've investigated low-cost ways to reduce our energy use. Reducing the building temperature on weekends is a change that we could make immediately, that would cost nothing, and that would cut our energy use by about 6%. *5/8" - 1"*

*Triple-space before each new heading.*

**The Energy Savings from a Lower Weekend Temperature** *Bold headings.*

*Single-space paragraphs; double-space between paragraphs.*

Lowering the temperature from 68° to 60° from 8 p.m. Friday evening to 4 a.m. Monday morning could cut our total consumption by 6%. It is not feasible to lower the temperature on weeknights because a great many staff members work late; the cleaning crew also is on duty from 6 p.m. to midnight. Turning the temperature down for only four hours would not result in a significant heat saving.

Turning the heat back up at 4 a.m. will allow the building temperature to be back to 68° by 9 a.m. Our furnace already has computerized controls which can be set to automatically lower and raise the temperature.

*Triple-space*

**How a Lower Temperature Would Affect Employees** *Capitalize first letter of each major word of heading.*

A survey of employees shows that only 14 people use the building every weekend or almost every weekend. Eighteen percent of our staff have worked at least one weekend day in the last two months; 52% say they "occasionally" come in on weekends.

*Do not indent paragraphs.*

People who come in for an hour or less on weekends could cope with the lower temperature just by wearing warm clothes. However, most people would find 60° too cool for extended work. Employees who work regularly on weekends might want to install space heaters.

**Action Needed to Implement the Change**

Would you also like me to check into the cost of buying a dozen portable space heaters? Providing them would allow us to choose units that our wiring can handle and would be a nice gesture toward employees who give up their weekends to work. I could have a report to you in two weeks.

We can begin saving energy immediately. Just authorize the lower temperature, and I'll see that the controls are reset for this weekend.

*Memos are initialed by To/From/Subject block — no signature*

*Headings are optional in memos.*