



## Memo/Memorandums

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Memorandums (Memos) are used for internal communication to transfer knowledge or provide information regarding a specific policy, procedure, event, or action. A standard memo is brief and to-the-point.

Memos consist of the following sections:

- Heading
- Informational statement with context
- Action items with effective dates and reasoning (if appropriate)

**Step One** – The heading should be labeled as “Memorandum” with left-justified formatting and clearly indicate the following:

- Date of the memo
- Intended recipients including anyone courtesy copied
- Author
- Subject

**Step Two** – Underneath the heading, in paragraph form and left justified centering, the first sentence can be the introduction statement, clearly and briefly stating the purpose of the memo. Including brief, supporting information is helpful to give background and context to the issue. Typically, one or two sentences.

**Step Three** – Action items, effective dates, deadlines, or details of what can be expected in the future can be included in the second paragraph.

**Step Four** – The last paragraph contains the closing statement of your memo. This includes any information that should be reinforced or information on who to reach out to for questions.

**Step Five** – Review and proofread before sending.

### RESOURCES:

An example of a memo template can be found [here](#) in the Templates section under Resources. You may be required to log in with your NetID and password.

Different types of Memos include:

- Meeting Minutes Memo
- Status memo
- Suggestive Memo
- Request Memo
- Response Memo
- Confirmation Memo
- Directive Memo (Ideas & suggestions)



*SAMPLE MEMO*

[Building]  
[Street Address] [City, ST ZIP Code]  
[phone number]  
[email]

## **MEMORANDUM**

Date: [Date]  
To: [Recipient(s)]  
CC: [Recipient(s)]  
From: [Last Name, First - (netID)]  
RE: [Subject]

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*I am writing to inform you of a staff event on August 21, 2022. All staff will be asked to participate by attending during regularly scheduled working hours.*

*As the College of Social and Behavioral Sciences continues to grow, it has become necessary to provide additional incentives to increase participation for the benefit of the college as whole. Staff will be grouped in teams and eligible for ....*

*In summary, increased staff participation will benefit the entire college. Expect to receive your group pairings by July 1, 2022. For additional information please contact your Administrative Associate.*