Memorandum

## To: [Audience]

## From: [Person and/or Department issuing the memo]

## Date: [Date Sent]

## Subject: [Subject of the Memo]

[Opening – Get to the point in the opening paragraph. Keep things simple and short. Make it easy and fast to read. Visit the [Memo Template](http://www.vertex42.com/WordTemplates/memorandum-template.html) page on Vertex42.com for more tips. ]

[Summary – Summarize any historical or contextual information needed to support the opening paragraph.]

[Conclusion – End with a call to action.]

CC: [Send copies to anyone affected by the memo.]

Attachments: [List any attachments to the memo. Only list items referred to in the body of the memo.]