



Writing Centre

Memo Template

Address Block:

This area contains all the information needed to get the memo to the right people.

Opening:

Gets straight to the point.

Body Paragraph(s):

Explains more about the purpose or action statement. Needs to be read quickly and easily.

Closing:

Reinforces the point and reminds reader what to do.

Signature Line:

Use “Sincerely” or “Best Regards.”

Date: Month, day, year

To: Reader’s full name, job title

From: Your full name, job title

Subject: Memo: State purpose or content of your memo

CC: People who will receive a copy

BCC: People who will secretly receive a copy

The **first sentence** should state the purpose of the letter, or make a call to action. A purpose statement usually starts with “I am writing to...” Calls to action should be polite and start with “Please.”

In the **body paragraph(s)** of the memo, provide more information about the purpose or action. You can format this in two ways:

1. You might consider using a bulleted or numbered list.
2. You can also write some short paragraphs and use headers to sort them.

Keep your style short and simple and include only the truly necessary details. Sometimes it is okay to put important terms like dates or locations in **bold**.

The last paragraph is the **closing**. It restates the purpose or call to action. Depending on the situation, you might invite the reader to contact you with questions or concerns, present alternative options, or simply thank the reader for their time.

Sincerely,

Your full name

Your job title

Your company or organization