

The Format of a Memo

Let us see the steps of writing a memo.

1. Heading: After the name and address of the company (which is on the letterhead) we type the word “Memo’ or ‘Memorandum’ at the top of the page in the center.
2. Recipient: Address the recipients in the correct format, Example - ‘To: All Employees of the Sale Division’
3. Writer: Write the name of the person writing the memo, Example – ‘From: Mr. ABC, Head of Sales’
4. Additional Recipients: These are the people who will receive a courtesy copy of the memo. We don’t address the memos to them, but we keep them in the loop.
5. Date: The date of writing the memos is an important detail that one must include.
6. Subject Line: This will give the reader a brief idea about the information in the memos. The line must be brief, precise and to the point. Example – Subject: Meeting of all employees of the Sale Division.
7. The body of a memo: This is where all the information is contained. A formal salutation is not required in a memo. Just relay the necessary information with clarity and precision. The body must not be too long. The ending must restate the issue and end on a positive note.
8. Proofread: Finally, proofread the memo before sending it.