

Example of Memo:

To: All Department

From: Dr. Gupta, CEO

Date: March 13, 2020

Subject: Supplies Budgets

Please note that we have used more than 80% of the budgeted funds for office supplies for this fiscal year. We have over 3 months left in the fiscal year. Plan accordingly so that you do not overspend in this area. Please see me to discuss extenuating circumstances.

Dr Gupta  
(CEO)