Month Day, Year

To: Recipient's Name

From: Author's Name Initials

Subject: 3-5 Key Words

Contact Information

• If there are multiple recipients, list the names in alphabetical order according to last name.
• You can also include a "CC" line below the "To" line and list the names of your secondary audience--that is, people who may be interested in the memo but are not directly responsible for responding to it.
• After the sender's name, it is customary for the sender to write her/his initials next to name on the memo. This acts as a signal that the sender has verified and approved the memo content.

Organization Of Ideas

• Confine your memo to a single purpose
• Begin your memo with the main idea.
• Elaborate on your main point in the body of the memorandum. Consider using bullets to clarify information.
• Close your memo with an invitation for further discussion and how you can be contacted.
• Do not use a closing salutation for a memo, as you do with a letter.
• Do not sign the bottom of the memo

Margins and Spacing

• The margins for a typical memo are a 1 to a 1.5 inch left margin, a 5/8 to a 1 inch right margin, and 1 inch margin at the top and bottom of the paper.
• Margins may be adjusted slightly to make your memo fit on one page, or to space the information so that page breaks do not happen at awkward places.
• Create a straight, left margin. All paragraphs and headings should be lined up with the left margin. This is referred to as block-style paragraphs. It **isn't** necessary to indent the first line of a paragraph.
• Single space within each paragraph of a memo.
• Double space between paragraphs.
• Skip three lines between headings.

Headings

- If your memo is more than two or three paragraphs, including headings can be helpful for your reader.
- Be sure to use headings that capture the key topic of that section and capitalize each major word of the heading.
- Bolding or underlining the heading will help the visual design of your memo.