Organization’s Logo/Seal

**MEMO**

To: Recipient’s name, title

From: Sender’s name, title <include hand-written initials on printed memos>

Date: Day of the week, full date (e.g., Saturday, Aug. 3, 2019)

Subject: Describe the subject matter in as few words as possible

The body of a memo should follow block paragraph form with single spacing between paragraphs and double spacing between paragraphs. The information should be communicated concisely in as few paragraphs as possible using inverted pyramid with content organized from the most important details to the least important details.

Unlike letters, emails and media pitches, memos do not use a closing such as “Sincerely” or “Best.” They simply conclude with the final paragraph.

Organization’s Street Address

City, State ZIP CODE

Telephone: 555-555-5555 | Fax: 555-555-5555

www.website.com