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|  | [Company Name] |

Memo

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| --- | --- |
| To: | [Recipient Name] |
| From: | [Your Name] |
| cc: | [Name(s)] |
| Date: | [Date] |
| Re: | [Subject] |
| **Attachment:** | [Two-part Title of the Document] |

Instructions for Memos:

1. Use a memo to communicate with people in your company (supervisors, co-workers). Use a letter for those outside your company (customers, suppliers, government regulators).
2. Include a two-part title in the Re: or Subject: line. Tell the reader what the memo is about and then his/her role in receiving it. Ex., Multi-Tool Project: Funding Request. In some cases, your memo keeps your boss up to date. Ex., Multi-Tool Project: Progress Report.
3. Type the name of your document (proposal, report, test results) in the Attachment: area.
4. Use a three-part format in the memo itself:
   1. Introduction: Do not use a formal salutation (Dear Mr./Ms Name); save that for letters. Instead, start with the background of the project. Ex., On April 20, 2016, the M-T team was notified by our aluminum supplier that it could no longer provide the material needed for the Rock Climber Multi-Tool project.
   2. Body: Offer details about the situation. Ex., The M-T team had chosen Xxxx supplier because of our past relationship with this company and its history of offering an acceptable price, good quality, and on-time delivery. However….
   3. Conclusion: Offer next steps and ask for the reader’s input. Ex., To get the Rock Climber M-T project back on schedule, we need your approval to contact another aluminum supplier and begin the Supplier Quality paperwork.
5. When asking for approval or comments, suggest a deadline. Be polite instead of ordering the reader to reply. Tone is important in motivating people to work with you. Ex., May I have your comments by x date? Thank you.
6. Save the formal closing, Sincerely Yours, for letters. End the memo with the request for help or the suggested next steps.