Memos vs. Letters - Uses and Formats

McCall 2/05, Rev. 9/09, 1/11, 7/18

Memorandum

To: Your Boss
From: You **mm**
Subject: Use a 2-part title here
Date: September 5, 2018
cc: J. Smith, T. Black, A. Brown

Your memo text starts here. You use memos for internal audiences. If your organization does not have a memo format, use an MS Word template.

Use a memo when your company or organization will need a permanent record of a description of a problem, legal considerations such as employment or supplier issues, or other decisions. Ex., Announcement of a new supplier, Change in policy on accepting gifts from suppliers, etc. Memos may be printed out for record-keeping purposes or may be sent electronically.

Use a flush left, block style unless your organization's format is different. This is an example of a block style format – you do not indent to indicate a new paragraph. Instead, you skip a line between paragraphs.

Always include the "Memo" heading, along with the "To" "From" etc. headings. You may include your initials next to your name in the "From" line. Use the “Subject” or “Re:” line as your clear, limiting title. Always make it clear what the reader’s role is. Ex., Proposal: Draft 3 for Review (action required). Ex., M-T Design: New Material Supplier (an FYI).

€ EuroTech Ltd.
12 Downing Street London, U.K. 123.456.78910

September 5, 2018

First M. Lastname
Jobtitle
Universal Lighting, Inc.
34 Anywhere Avenue
Someplace, ST 44404
U.S.A.

Dear Ms. Client:

Your letter text starts here. You use letters for external audiences (customers, clients, government regulators, suppliers, etc.) with proposals, reports, and so on. If your organization does not have an electronic stationery template or paper letterhead, use an MS Word template.

Use a flush left, block style unless your organization's format is different. This is an example of a block style format – you do not indent to indicate a new paragraph. Instead, you skip a line between paragraphs. Plan to cover just one topic per letter.

Include a formal salutation in the beginning. Use a complimentary closing, your signature and your name typed below at the end. If you are including other materials, indicate that by including "Enclosure" below your name.

Sincerely,
Signature
Your Name

Enclosure