



Business Memo Sample



from the Business Communication Center

Letterhead →

Business Communication Center
Michael F. Price College of Business
1003 Asp Avenue, Room 2050
Norman, OK 73019

Sample
Memo

Header →

To: Terry Crain
From: David Williams *D.W.* ← Handwritten initials go here
Date: January 21, 2000
Subject: Computer and Printer for Webmaster

Introduction →

I need to provide our new webmaster with a computer and printer. Bob Rogers has given John McNeil the computer and printer that our previous webmaster had been using.

Body →

Attached is a quote from Gateway for a new computer and printer. Our network administrator has approved the specifications. This computer is not the fastest on the market, and the monitor and hard drive are not the biggest, but this is a solid system that will meet our needs for several years.

Conclusion →

Because this is an expense that I had not anticipated, and because it would deplete the balance of my FY2000 budget, please ask Linda Boyd to fund this purchase from the general operating fund.

Memo Writing Checklist:

- ✓ Check your letterhead
- ✓ Sign your initials after your typed name on the "From:" line
- ✓ Check date
- ✓ Provide strong, clear subject line
- ✓ Proofread for correctness



For information on improving your letters see
http://price.ou.edu/bcc/pdf/bcc_businessletter.pdf