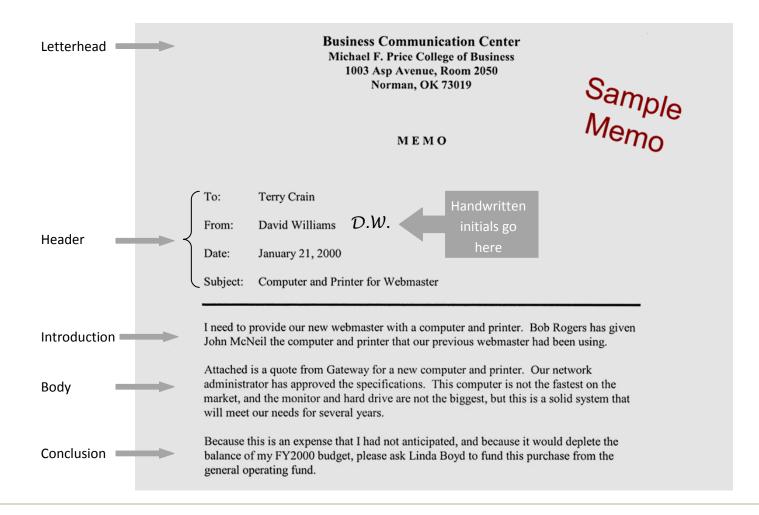


Business Memo Sample

from the Business Communication Center



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

