

## English 419

### Standard Memo Template

Use the following standard memo template for most professional writing situations, including writing memos to your instructors for class assignments.

#### **Memorandum**

**To:** Recipients' names and job titles

**From:** Writers' names and job titles

**Date:** Complete and current date

**Subject:** Description of what memo is about

Begin with a brief introductory paragraph that contextualizes the memo for your readers and describes the main point or course of action that readers should take after reading the memo. The introduction should not have a heading.

After the introductory paragraph, the body of the memo should be broken into sections with informative headings at the start of each section. These headings should not consist of generic words like "Problem" but specific phrases like "Avoiding Cost Overruns in Sector 7."

Remember that if there are others who will receive copies of memo, aside from the recipients, add **cc:** after the memo subject line with the names of those individuals.