|  |  |
| --- | --- |
|  | [Company Name] |

Memo

|  |  |
| --- | --- |
| To: | [Recipient(s)] |
| From: | Laurel Yan |
| cc: | [Recipient(s)] |
| Date: | [Date] |
| Re: | [Subject] |
|  |  |

# How to Use This Memo Template

You can format your memo by using styles such as Heading 1, 2, and 3 in Styles on the Home tab. To save changes to this template for future use, click Save As from the File tab, and then, in the Save As Type box, click Document Template. Next time you want to use it, click New on the File tab, and then double-click your template.