

MEMORANDA

Memos are usually internal forms of communication. You, generally, use a memorandum (the entire name) to communicate with employees in a corporate or institutional setting

Memos usually are used for different purposes, although the main purpose is to permit the transfer of ideas and important information. Generally, you would include a short summary/abstract in a memo; otherwise, you would simply include a short passage about the subject matter.

Conciseness is important, because most memoranda are concise (that is, brief).

Form

The form is easy:

MEMORANDUM

Date:

To:

From:

Subject:

_____ [horizontal rule to separate address information
from the body of the message]

Message

OTHER FORMS

There are other deviations of this form:

For example, to switch lines

To:

From:

Subject:

Date:

To omit lines and even to add lines such as CC: (Copy) which means who else the Memo goes to... and, BC: (Backup Copy) usually appearing as a note to send it to yourself.

You see the form very commonly used in Email and even Facsimile cover pages:

To: (or Attention)

From: (or RE:)

Subject:

Some memoranda use fancy terms, but the content is generally the same.

Another factor to consider in form is the order of the content. If you work for a company or own a company, you generally write to this order:

1. Introductory Greeting (not necessary in some memos)
2. Main point of the letter or memo (matter to address or share)
3. Details
4. Action Step
5. Closing

You generally don't use a complimentary close (as in a letter). Also, you generally don't sign your name.

Other content forms:

1. This is what I need
2. This is why I need it.
3. This is when I need it.

EX:

MEMORANDUM

TO: Jennifer Rodriguez
FROM: Jacob Matthews
DATE: June 14, 2007
SUBJECT: Changes in Policy

Good Morning. I would like to inform you of the recent changes made to our corporate attendance policy. You will need to observe these changes, which are effective immediately.

First, make sure that you arrive to work on-time. Arriving five minutes prior to your shift is preferable.

Second, make sure that you use a computer terminal to log-on. We have implemented a new computer-based attendance system for "clocking-in" and "clocking-out." Your supervisor will begin training immediately on using this new software.