



Memos

DEFINITION

A memo is a type of internal correspondence within an organization. It is intended to provide timely information about a specific topic or issue. It is almost always produced in paper form and becomes part of the business records of an organization.

PURPOSE

A memo can be used in several ways:

- (1) to accompany and briefly introduce an attached document, such as a report
- (2) to summarize or follow up on a conversation, meeting, or action
- (3) to provide information about a particular topic or issue

FORMAT

The standard format for a memo includes a heading, body paragraphs, and an indication of who has received copies. All of these elements are important to document how the information in the memo was disseminated.

STRUCTURE

The body of a memo typically has three parts:

- an introduction to or background about the subject of the memo
- an explanation of the current situation or what action is being taken in regard to the issue
- a conclusion that calls for action or suggests follow-up steps to be taken

SAMPLE

To: Doc, Dopey, Sleepy, Grumpy, Bashful, Sleepy, Happy, Sneezzy
From: Snow White
Date: November 1, 1456
Subject: firewood supply

It has come to my attention that the woodcutter who has supplied us with firewood for the past ten years has retired and moved to Florida.

Because our cottage is situated in the forest, supply is not an issue. The concern is labor. As you know, my time is taken up with cooking, cleaning, and tending to your clothes. In addition, I lack the strength and knowledge required to cut down trees and chop them into the appropriate size for our fireplace. I know that you are busy at the mines, but we need to think strategically about how to insure that we do not freeze to death this winter.

To address this problem until we find another supplier, I suggest that each of you take responsibility for supplying the firewood for one day each week. I have posted a sign-up sheet above the washbasin. Please write your name next to the day you choose for this assignment. We can get through this if we all work together!