

Memo

To: Recipient's Name, Recipient's Title

From: Your Name, Your Title

CC: Name and title of individuals you want to copy in on your correspondence; if there are no courtesy copies, leave this line off

Date: The date you are sending the memo

Subject: A clear subject line reflecting the focus of your document

NOTE: This document serves as an example of the memo layout used for business communications. The guidelines detailed in this memo can assist you in developing effective, clear, succinct business memos. Make certain you use the proper memo format modeled above. These fields include the **to/from/date and subject at the top flush left position**. Make certain your subject is clear, precise, and complete.

Open your memo with the most important point or the purpose of the memo in the first paragraph. Tell the reader why you are writing, putting the Bottom Line On Top (B.L.O.T.). You are writing to request funding to complete a business communications course. Say that. Then provide at least one more compelling sentence to explain why you are seeking this funding, particularly how the company will benefit.

Include white space between paragraphs.

Give your rationale or supporting reasons for your request in the middle of the document. Explain why it is important that you receive a positive response to your request. Detail how it will help the organization. Provide the specifications of the request, for example date, time, cost, location, etc. Discuss the main points in the body of the memo.

In the final paragraph sum up the memo and thank the reader for their time. You should restate the most important point. **Do not forget to include your contact information in all correspondence.** This makes it easier for the recipient to find you. You can put your e-mail and telephone numbers in the last paragraph. A salutation is not needed.

Please let me know if you have any questions. You may post questions in the Virtual Office, or you may e-mail me directly.

Commented [CF1]: Business memos include "memo" centered at the top of the first page.

Commented [CF2]: Provide BOTH the recipient's name and title. Including titles of memo recipients provides an important record. While you may all know one another now, in a few years you may all have moved on to different positions or left the company. Employees who fill your positions or come after you have left will want to know what positions you held. Adding titles provides that record. It also provides a sense of formality that memos should have.

Commented [CF3]: It is important to omit this section if there are no courtesy copies.

Commented [CF4]: For the Unit 1 memo you are writing to request funding to complete a business writing course. Make that clear.