

ITPD 8 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

Re: Description of what memo is regarding

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."

Example:

Memorandum

To: Dr. Grant and Dr. Sattler

From: Mr. Woo IT8 Teacher and Dinosaur Researcher

Date: Complete and current date

Re: Dinosaur Site Evaluation

Brief introductory paragraph to the purpose of the memo and the site you are evaluation

Heading 1

Text related to the heading

Heading 2

Text related to the heading

Continue until are your points are made