

Memo Style Paragraph

Write one paragraph in memo style. Follow the steps below, start with completing Who is expected to read your memo?

To:

To whom are you writing?

From: In most cases this will be your name, enter you name below.

From:

Who is writing the memo?

Subject: This is where you indicate the topic, subject of concern to be addressed in your memo. Enter the topic below.

Subject

What is the subject of the memo?

Date: This is where you reference the date you are writing the memo. Enter the date below.

Date:

This is where you enter the date

Paragraph

Write the content, body, of your memo below.

Content, body of memo

Copies

Bottom left, this is where you include name(s) of person(s) to receive copies of your memo. Indicate to whom you are sending copies by starting with a C:

Indicated copies by starting with the letter C: for copy

C: Enter names of person(s) to receive copies of your memo here.