

Memo Format

By David R. Larsen

You may need to communicate with the teacher to describe an idea. You can do this with a memo. Memos are used in the work world outside academia. This format should be used for either paper memos or e-mail. Memos should follow the following format:

Date: Date of memo

To: The Recipient

From: Your Name

Subject: General Subject

First Paragraph - **Main point.** The first sentence of a memo should clearly state the issue you want to address. You can elaborate as needed.

Middle Paragraph(s) - **Details.** The second and if needed third paragraph(s) are the place for details that explain your ideas related to the first sentence stated above.

Last Paragraph - **What you want the recipient to do.** The last paragraph should be a "Call to Action." What are you asking the recipient of the memo to do as a result of this memo? (e.g. make a suggestion on a project, approve the project, schedule a meeting, or announce a meeting).

An effective memo is concise, clear and to the point. This type of memo will get you the results you desire.