

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Date]
[To: Recipient's Name]
[Job Title]
[Department]
[From: Your Name]
[Your Job Title]
[Department]
[Subject: Brief Subject Line]
Dear [Recipient's Name],
[Body of the memo - briefly state the purpose, main points, and any
required actions.]
Thank you,
[Your Name]
[Your Job Title]
[Your Contact Information]