

**\*\*MEMORANDUM\*\***

**\*\*To:\*\*** [Recipient Name/Department]

**\*\*From:\*\*** [Your Name/Department]

**\*\*Date:\*\*** [Date]

**\*\*Subject:\*\*** [Subject of the Memo]

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**\*\*Introduction\*\***

[Briefly state the purpose of the memo.]

**\*\*Key Points\*\***

1. [First key point or item related to the subject]
2. [Second key point or item related to the subject]
3. [Third key point or item related to the subject]

**\*\*Action Required\*\***

[Specify any actions that need to be taken, including responsible parties and deadlines.]

**\*\*Conclusion\*\***

[Sum up any important reminders or notes related to the memo.]

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**\*\*Attachments:\*\*** [List any attached documents, if applicable]

**\*\*CC:\*\*** [List any additional recipients, if applicable]