

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Date]  
To: [Recipient Name]  
    [Recipient Position]  
    [Recipient Department]  
Subject: [Subject of the Memo]  
Dear [Recipient Name],  
[Opening Paragraph: State the purpose of the memo and any necessary  
background information.]  
[Body Paragraph: Provide detailed information, discussions, or  
instructions related to the subject.]  
[Closing Paragraph: Summarize the main points or call to action, if  
applicable.]  
Thank you for your attention to this matter.  
Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]