

[Your Company Letterhead]

****Internal Memo****

****To:**** [Recipient's Name]

****From:**** [Your Name]

****Date:**** [Current Date]

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

Dear [Recipient's Name],

[Introduction - Briefly state the purpose of the memo.]

[Body - Provide detailed information, instructions, or updates relevant to the memo's subject.]

[Conclusion - Summarize any required actions or next steps.]

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]