

****Pyramid Letter Template for Memos****

****To:**** [Recipient Name]

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

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

****Subject:**** [Subject Line]

****Main Point:****

[State the main message or purpose of the memo in one clear sentence.]

****Key Supporting Points:****

1. [First supporting point or reason]

2. [Second supporting point or reason]

3. [Third supporting point or reason]

****Action Items/Next Steps:****

- [Specific action item or task]

- [Deadline or timeline for action]

- [Any required follow-up]

****Closing Statement:****

[Final remarks or summary statement]

****Attachments:****

[List any relevant documents, if applicable]