

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Date]  
To: [Recipient's Name]  
    [Recipient's Position]  
    [Recipient's Department]  
From: [Your Name]  
    [Your Position]  
Subject: [Subject of the Memo]  
Dear [Recipient's Name],  
[Introduction or purpose of the memo.]  
[Detailed information or explanation.]  
[Conclusion or call to action.]  
Thank you,  
[Your Name]  
[Your Contact Information]  
[Optional: CC: Other recipients]