

**\*\*WxW Memo Letter Structure\*\***

---

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

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

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

**\*\*Subject:\*\*** [Memo Subject]

---

**\*\*Introduction:\*\***

[Briefly state the purpose of the memo]

---

**\*\*Body:\*\***

1. [Main point or issue #1]

- [Supporting detail or example]

2. [Main point or issue #2]

- [Supporting detail or example]

3. [Main point or issue #3]

- [Supporting detail or example]

---

**\*\*Conclusion:\*\***

[Summarize key takeaways or actions required]

---

**\*\*Attachments:\*\***

[List any attached documents, if applicable]

---

**\*\*Cc:\*\*** [List any additional recipients]

**\*\*Bcc:\*\*** [List any additional recipients, if necessary]