

****Internal Memo****
****To:**** [Recipient's Name]
****From:**** [Your Name]
****Date:**** [Date]
****Subject:**** [Subject of the Memo]

****Introduction****
[Briefly introduce the purpose of the memo]

****Details****
[Outline the key points, updates or information related to Zscaler]

****Action Items****
[List any required actions or decisions that need to be made]

****Conclusion****
[Wrap up with any final thoughts or reminders]

****Attachments****
[List any documents, spreadsheets or additional information if applicable]

[Your Contact Information]
[Your Position]
[Company Name]