

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Date]  
To: [Recipient's Name]  
[Recipient's Position]  
[Department/Team]  
Subject: [Brief Subject Line]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of the memo.]  
[Body: Provide further details, information, and any necessary actions.]  
[Closing paragraph: Summarize and indicate any next steps or follow-up.]  
Thank you.  
Sincerely,  
[Your Name]  
[Your Contact Information]