

**\*\*MEMORANDUM\*\***

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

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

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

**\*\*Subject:\*\*** [Subject of the Memo]

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[Body of the memo: Concisely state the purpose, key points, and any actions required.]

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**\*\*Attachments:\*\*** [List any attachments, if applicable]

**\*\*CC:\*\*** [List anyone else who should receive a copy, if needed]