

To: Unified Engineering students
From: J. Craig
Date: February 3, 2004
Re: Memo format

Memos are workplace documents written to someone within an organization. If you wrote to someone outside your organization, you'd use a letter.

Memos are usually brief. Sometimes they are a paragraph, but they are rarely more than 1 page.

Memos begin with a conventional heading format. (See example below.) They can be copied to another person, and this is indicated by a cc: notation at the bottom or top. They can be initialed, but they don't have to be. Memos are not signed. They do not have addresses. Memos can use headings to help readers find categories quickly.

To: John Jones
From: Karen Smith
Date: December 11, 2003
Re: Buying a new photocopier

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cc: Barbara Badner