

## INTEROFFICE MEMORANDUM

(aka)

# MEMO

an informal document used to communicate information quickly **WITHIN** an organization or company

✚ MEMOs are usually short and to the point and are used to:

- provide information
- make a request
- suggest a change

✚ The MEMO should identify:

- who should receive the MEMO
- what the reader needs to know and why
- any important time and/or date requirements

✚ Formatting Instructions:

- 2" top margin
- type: MEMORANDUM in ALL CAPS and 25pt bold font on the first line of the page
- triple space between the first line and the heading
- triple space between the last line of the heading and the first paragraph of the body
- a horizontal line should be placed between the heading and the body
- double space between paragraphs
- do not indent paragraphs
- always sign your initials beside your name in the heading in blue or black ink before sending out the MEMO

✚ Heading:

- Labels – TO, FROM, DATE, SUBJECT
- each label should be in ALL CAPS
- double space between each label
- the entire subject line should be in ALL CAPS
- use the TAB key to line up the first letter of all heading entries

## SAMPLE MEMO

2" top margin

### MEMORANDUM

25pt bold

TS

TO: RHS Kickball Club members

DS

FROM: Lana Brooks, Club Treasurer

DS

DATE: October 21, 2012

DS

SUBJECT: PAYMENT OF DUES

TS

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As a reminder, club dues of \$5.00 are due no later than the fifth of each month. If paying by check, make it out to RHS Kickball Club.

DS

Prompt payment of dues is an important part of being a kickball club member. When dues are not paid on time, team benefits such as new uniforms and equipment repair may be delayed or eliminated.

DS

Thank you for your prompt payment of dues.