

Official Memo

Effectively communicate
written messages to your team



TO: Home Franchises

FROM: Agatha Dooley, CEO

DATE: MM/DD/YYYY

SUBJECT: Update on Delivery Policies

Memos are documents for communicating with people within businesses and offices. They often contain short messages and announcements formatted according to a certain style that the company has determined. If you're writing your own, it's best to remember the purpose of your memo. Like letters, there are plenty of reasons behind writing a memo. They can be used to deliver information, make a request, respond to questions, propose solutions to problems, or present brief reports.

Memos often begin with a set number of text fields to identify the recipient's and sender's names, the date, and the subject. As with most letters, their contents follow a simple three-part format: introduction, body, and conclusion. You can start by telling your recipient why you're writing them a memo, then continue filling the next few paragraphs with your main thoughts.

Summarize them, if needed, by the end of your message. As for the memo's look, make sure the text is clear and easy to read. However, you can include your logo, company name, and a few relevant photos. Another idea is to use your brand colors to create a memo that aligns with your overall branding. Lastly, finalize your template so that it's ready to use anytime.

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