[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

MEMORANDUM

To: [Name(s) / Department / All staff]
From: [Your Name, Designation]
CC: [Names, if any]
Date: [DD Month YYYY]
Subject: **[Clear, specific subject in a few words]**

[Purpose: start with the main point in one or two sentences — what is happening or what you need.]

[Details: give the background, dates, figures or instructions the readers need. Use short paragraphs or a numbered list:]

1. [Point or step one]
2. [Point or step two]
3. [Point or step three]

[Action: say exactly what readers should do and by when, and who to contact with questions.]

[Initials]

Attachments: [list, if any]