Memo Format

Date: September 5, 2015
To: Norman Newguy
From: Polly Perfectwords
Re: Memo Format

Memo Written in Modified Block Format
To write a memo, use modified block format, just as you would for a letter. Do not type the word “memo” at the top of the page. The format indicates to reader that this is a memo. Do not use a salutation (Dear So-and-So) in a memo. The header takes the place of the salutation. Use the “Re” (which stands for “regarding”) line to let your reader know what the memo is about.

As you write the memo, keep all typing left-flush. Use single-spaced text. Skip one double-space between paragraphs. Do not indent new paragraphs. Use 1” margins on the top, bottom, and sides of the pages. Use a serif typeface like Times New Roman in a 12-point font. Use ragged-right margins, which means the right side of the text is uneven. Do not abbreviate the month or the days of the week. Avoid all other abbreviations.

Let readers know a date and time by which they should have completed tasks. For example, "Please return your expense reports to me no later that Friday, June 10, 2015, by 5:00 P.M."

In the last paragraph of the memo, include your e-mail address. Also include your telephone number with the area code and an extension number, if applicable.

You do not need a closure like “sincerely” or “yours truly.” The “To” and “From” headings a the top of the memo negate the need for a closure. Do not sign the memo. The header takes the place of the signature.