*Sample Memo Format*

**Company/Sender’s Name**

**Company/Sender’s Address**

Date of Memo

**To:** Recipient of Memo

**From:** Sender of Memo (Optional writers initials in ink)

**Subject:** Title of Memo in Initial Capitals

Engineers and scientists use memos to make requests, to make announcements, and sometimes to communicate reports. Memos that make requests or announcements are read quickly. For these memos, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you want up front. The format suggested here uses single spacing. Skip a line between paragraphs.

In memos that make requests or announcements, keep sentence and paragraph lengths relatively short. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines. Also, keep the memo length to one page or less, if possible.

Sometimes companies use memos to communicate short reports (two pages or more). These will often include illustrations, appendices, and section breaks. If references to other publications appear in the text of the memo, include a reference list at the end. In memos that serve as reports the sentences and paragraphs are typically longer than in memos that simply convey announcements or make requests.

For all types of memos, space your text on the page so that it does not crowd the top. Also, send copies to anyone whose name you mention in the memo or who would be directly affected by the memo’s contents. Finally, remember that final paragraphs of memos that make requests or announcements should tell readers what you want them to do or what you will do for them.

(List Attachments)