

## **MEMO**

**TO:** Jessica Binford, Associate Producer

**FROM:** Jorge Mannes, Director of Marketing

**DATE:** January 10, 2021

**SUBJECT:** Memphis in May Production Plans Overview

Headings may be double- or single-spaced, and MEMO or MEMORANDUM may be included or omitted. Using tabs to begin names and dates makes reading clear; skipping one or two spaces after each colon results in jagged spacing that adds to a confusing look. Even if you address the Associate Producer as Jess, for example, using a full name and title is a good idea for a business memo.

A short subject/title may be clear to you but may mean nothing to the recipient. Your subject line should be more specific and helpful than “Overview” or “Important Meeting.” You may initial your name or sign the memo at the end, but that practice is old fashioned. Of course, follow your company’s policies and customs.

Most memos are single-spaced with no paragraph indentions. Skip a line between each paragraph, and leave the right margin uneven instead of justifying it.

Adding headings to a long memo is helpful to the reader.

Usually begin with a short paragraph explaining the purpose of the memo. Save the details for the middle of the memo. Instead of sending a memo to the entire organization, consider limiting the recipients. As always, remember that a face-to-face discussion may be a better option than a paper you expect someone to read.