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TO: Chad D. Christensen, M Com 320 Student

FROM: Leslie A. Kawai, Instructor (HAND INITIAL HERE ON PRINT VERSION)

DATE: September 15, 20XX

SUBJECT: MEMO FORMATTING

A memorandum (called "memo" for short) is sent to someone within the same organization and should be printed on letterhead stationery, or sent in PDF format as an attachment by email. This sample memo is an illustration of classic memo format.

Single or double space the standard heading entries and type them in bold and in all-capital letters. Then turn off the bold and press "Tab" to get to the position for typing the variable information, which should be **aligned at the left** with the other lines of variable information.

Press "Enter" two or three time before beginning the body of the memo; this will leave one or two blank lines.

Single space the lines and double space between paragraphs (press "Enter" two times); this will leave one blank line between paragraphs.

Remember to organize your memo carefully, usually using the 4A format of **Attention** | **Agenda** | **Argument** | **Action**.

Don't sign a memo. Instead, on a printed copy, write your initials after your typed name in the heading as a type of "signature."