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ENG 301  
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Memo for Paper

### **Memo Template**

Use the format below for standard memos. Remember to include a running head that includes your last name and the page number on pages after the first one.

**To:** Your Recipient's Name and Title Go Here

**From:** Your Name and Title Go Here

**Date:** Date Here

**Subject:** Informative Subject Description Here

Write a brief introductory paragraph that contextualizes the memo for your reader and describes the main point or action the reader should take after reading the memo. The introduction does not need a heading.

**Use Section Headings:** Break the body of the memo into sections and put informative headings at the start of each section—not generic terms like "Problem" but useful phrases like "Avoiding Cost Overruns in Sector 7."