

TO: Mr. Stroud
FROM: Giovanni Calzone
DATE: February 24, 2018
SUBJECT: HOW TO WRITE A MEMO

To write a memorandum you must first make the top margin two inches. The other margins should be set at one inch each. Then create the heading, which includes who it is to, who it is from, the date, and the subject of the memo. They should be written as such “TO:, FROM:, DATE:, and SUBJECT:.” The response to these labels also needs to be lined up vertically like you see above. You can accomplish that by using the tab key.

At the beginning of the body there should be no “Dear” or “Hi” like a letter-it’s not a letter! It should just start into the memo. Don’t indent at the beginning of the paragraphs, either. The paragraphs should be single spaced, and if you have two or more paragraphs, you must double space between them. At the end there should be no closing. Don’t write “Sincerely” or “goodbye!” just finish the information that you need to convey.