

A Sample Memo Report

A memo can contain any kind of information that your audience needs. The following memo is a recommendation based on criteria.

April 1, 2007

To: Bill Foresight
From: Carol Frank, Food Service Director
Subject: Purchase of an open-top range

Here is a preliminary recommendation on which brand of open-top range to purchase for the Food Service Department. After comparing the specification sheets of several brands, I found that two brands satisfy our needs: Montague and Franklin, but Montague is the better choice.

The Montague is cheaper (\$499 vs. \$512). It is more energy efficient; it has an overall rating of 103,000 BTU/hour, whereas the Franklin has a rating of 138,000 BTU/hour. The Montague has several design features not found on the Franklin, including a 3-position rack, a removable oven bottom, a continuous-cleaning oven, and a solid hot top. I will provide a detailed report next week.

To provide *context* for this type of introduction, readers who are unfamiliar with the purpose, and preview

- ♦ Tell what cause have discovered
- ♦ Explain what actions or you
- ♦ State the reason tomer service
- ♦ Preview the

Here is a sample basic

I am responsible for service showing information. Representative recommendations.