

6 - Memo

- A note to assist the memory
- Memo is a short official note that is sent by one person to another within the same company or organization
- It can be sent to one person or to hundreds
- It may be sent to other organizations. For example, to suppliers, customers etc.

Purpose

- To provide information
- To acknowledge receipt of goods/ data
- To request information or action
- To inform someone of actions/ decisions

Structure

1. Company Name
2. To
3. From
4. Date
5. Subject

- Try to use active verb. Be concise and precise

Example of To :

To: Abdul Hamid

To: CEO, Abdul Hamid

To: The Manager, IT Department

To: All the Employees of the Company

To: Abdul Hamid
Sheikh Hasina
...

Example of Company Name : (Should be centralized in the top part)

Department of _____

University of _____

XYZ Company

17/A, Dhanmondi, Dhaka