Purpose? - Information or request

There are no others types! What do you need? Spread information about the new flux compensator or do want the recipient to take action, e.g. test whether the flux compensator can actually travel in time?

Make sure that your e-mail or memo falls into either one of these two categories. If you cannot avoid mixing both, clearly mark the different areas in your communication.

E-Mails & Memos
Improve your written communication

Clear sender and receiver

E-Mail: Limit the list of recipients to the ones really concerned
Memo: Remember to include your own name, contact details, and the date

Don't forget a greeting and close if you communicate with business partners

Don't waste other people's time

Keep it short - Consider what other people really need to know. Don't add too much information nor cause follow-up questions by skipping important facts

Keep it simple - Don't use over-complex sentences or crowded paragraphs. Communicate clearly what you need to and finish. That way the reader can concentrate on the important bits. If its longer than a page you probably went off track somewhere…

Google it for them - Provide all necessary links, paths to files, etc. This way, only you will hit GoogleMaps to find out the route to the location and not each and everyone of your 30 recipients

Structure

1) State the situation / problem
2) Describe the solution or the action which needs to be taken
Following this simple structure helps others work with your information

Answer personal e-mails

If something is sent to you personally (not mass-mailed), even just a FYI, confirm briefly. Then the sender doesn't have to wonder if the info has to be send a 2nd time

Follow up

If you send requests to individual people without response – ask again. Even if only to remind the recipient of another unanswered e-mail. Sometimes it's necessary to keep bugging until you get the final "ACK".