**INTERNAL MEMO**

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**To**: The City Mayor, Finance Department

**From:** The Director-Public Works

**Subject:** Additional funding to the Public works department

**Date:** 07/02/2022

**Cc:** Director Budget Control

We write to inform you of the need to increase funding to the Public Works department. Currently, this departments holds a number of key services that run the city. As a cosmopolitan competing at international levels, it is the mandate of the city administration to ensure effective service delivery among its citizens[[1]](#footnote-1).

This service delivery can only be measured based on the city’s infrastructural health and consistent positive reviews. [[2]](#footnote-2)These services include: the current state of roads, market stalls, electric and security lights installations, management of the sewer life and its systems, garbage collection and implementation systems, construction of specific government buildings and finally, the maintenance and repairs of the same infrastructure.

In light of these, several employees and staff have since left the organization for the private sector. Most of these employees were skilled and had through knowledge and experiences in their various crafts. Further, in their new roles and capacities, they are well paid than in their previous roles in the same capacities within the organisation.

[[3]](#footnote-3)The Public works department has since completed the construction and establishment of a new waste transfer facility for the city. Since the new facility needs efficient man hours to handle, the department intends to recruit both internally qualified staff, by promotion of casual labourers or employing employees on short term contracts to these positions. Additionally, more headcount will be sourced externally through referrals and new job hires. This is in a bid to have enough man power for the site requirements.

Further, as new the facility needs lots of manpower and skilled labour to manage and run, the department hereby requests for your prompt positive response in funding for the financial year 2023 to help run this activity bearing in mind the current pay disparity between the Public and Private Work’s department and the need to retain local talent.

Thanks for your prompt feedback in advance,

Director-Public Works, Rochester City

1. Cherrier, Béatrice. "How to write a memo to convince a president: Walter Heller, policy-advising, and the Kennedy tax cut." Œconomia. History, Methodology, Philosophy 9-2 (2019): 315-335 [↑](#footnote-ref-1)
2. Schiess, Wayne. "How to Write an Effective Memo." Student Law. 31 (2002): 22. [↑](#footnote-ref-2)
3. Greer, Rachelle R. "Introducing plain language principles to business communication students." Business Communication Quarterly 75.2 (2012): 136-152. [↑](#footnote-ref-3)