

Memorandum

To: Richard Wong, Project Manager

From: Rhys Underwood

Date: July 28th, 2025

Subject: Recommendations to Improve Environmental Sustainability of the New Portable Air Conditioner

[Opening – Get to the point in the opening paragraph. Keep things simple and short. Make it easy and fast to read. Visit the [Memo Template](#) page on Vertex42.com for more tips.]

[Summary – Summarize any historical or contextual information needed to support the opening paragraph.]

[Conclusion – End with a call to action.]

CC: [Send copies to anyone affected by the memo.]

Attachments: [List any attachments to the memo. Only list items referred to in the body of the memo.]