A memo, or memorandum, is a written document that businesses use to communicate an announcement or notification. While memos were once the primary form of written internal communication in a business, they are now commonly sent in the form of [an email](https://www.indeed.com/career-advice/career-development/how-to-write-a-professional-email)

**What is a memo?**

A memo is a short message that's typically used to communicate official business policies and procedures within a company. Memos are usually meant as mass [communication](https://www.indeed.com/career-advice/career-development/types-of-communication)

to all members of an organization rather than a one-on-one personal message. There are many types of memos, but they typically provide a progress report, asking someone or a team for something, confirm an agreement between parties) or request input on how to solve a problem.

**When you should write a memo**

For the most part, the purpose of writing a memo is to inform. However, memos can occasionally include a call to action or a persuasive element.

Here are some instances when a memo might be useful:

* Informing employees about company policy or process changes
* Providing an update on key projects or goals
* Making an announcement about the company, such as an employee promotion or new hire
* Reminding employees about a task that needs to be completed
* Making a request of all employees
* Communicating a message that employees will refer to more than once, such as a detailed proposal or recommendation

Memos are also an efficient way to communicate brief but important messages to a wide audience within the business. This can include product changes, meeting schedules, procedure changes, policy additions, summaries of agreement terms and reminders. Additionally, you can send a memo when you want your audience to print or save the information contained in the message in some way for later reference.

**How to write a memo**

While each memo should be written to address its unique needs, there are a few steps you can follow to create a clear, highly readable document. Like many other [professional business documents](https://www.indeed.com/career-advice/career-development/business-letter-format-and-example)

, memos will include an introduction, body and conclusion.

1. Start with a header that clearly indicates that the communication is a memorandum, the intended recipients, the sender, the date and the subject.
2. Write an introduction that uses a declarative sentence to announce the main topic of the memo.
3. Include a body paragraph with discussion points that elaborate or list the main ideas associated with the memo's topic. To make your memo easier to read, write in short paragraphs and break the information into smaller, more manageable chunks. Since the recipients will likely be scanning the memo, you should also use subheadings and bulleted lists when possible.
4. Conclude your memo with any remaining information following the body paragraph. This is a summary of the memo and should clearly inform the reader of any actions required.
5. [Close](https://www.indeed.com/career-advice/career-development/how-to-end-an-email)

 with your name, email address and phone number in case anyone needs to contact you.

 Ensure any necessary attachments are included if your intended recipients will need to refer to other information, such as a graph, image or chart, below the end of your memo.





