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| **PROPER MEMO FORMAT**  *To: Mr./Ms first and last names of addressee, job title Date*  *Section, Division, Department Filename*  *From: First and last name of sender, job title*  *Section, Division, Department*  *Subject: concise, focused description (with only the first letter of the first word and proper names capitalized)* |

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| **PARAGRAPH 1: CLEAR, CONCISE STATEMENT OF MEMO’S PURPOSE**  *1) "I am writing to inform you/let you know/ of the results of my efforts/our efforts/the efforts of our office to gather information on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *After all the conference organizers/recipients have read this memo, they can discuss the results and offer opinions as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the next planners meeting."* |

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| **PARAGRAPHS 2 & 3: BACKGROUND INFORMATION\***  **(just enough to provide a meaningful context for the announcement depending on quantity of information gathered)**  *2) " \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_can offer excellent conference facilities (details will be supplied at the next meeting). It is in the heart of/center of/on the outskirts of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the city. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ became a UNESCO World Heritage site in \_\_\_\_\_\_. It has retained its \_\_\_\_\_\_\_\_\_\_ , represented by/as evidenced*  *by the famous \_\_\_\_\_\_\_\_\_\_. This is one of the hotels offering excellent conference facilities (details of available facilities will be supplied at the next meeting). It is in the heart of/ north/ south/ east/ west \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the city and leads to/is convenient to\_\_\_\_\_\_\_\_\_\_\_\_.*  *3) " The other possible location, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Just several blocks from this location are one or two modern hotels with conference facilities are readily available to serve as venues (details of each will be supplied at the next meeting)."*  ***\*In this case, information on two possible conference sites is supplied, with one paragraph devoted to the description of each*** |

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| **PARAGRAPH 4: SUMMARY STATEMENT OF INFORMATION IN PREVIOUS PARAGRAPHS**  *4) "The settings of both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ offer inspiring/appropriate/suitable settings for a meeting conference of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I look forward to gathering with all the organizers at next week’s \_\_\_\_\_\_\_ meeting so that we can share our responses and input."* |

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| **PARAGRAPH 5: THANKING THE ADDRESSEE(S)**  *5) "Thank you for your attention to this important matter."* |