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| **MEMO INFORMATION (who you are addressing the memo to, the topic,**  **date, and who is writing the memo)**  *"Memo to: Mr./ Ms. Person in Charge*  *From: James Engineer*  *Date: 4 September, 2005*  *Subject: Needs Assessment, Arcadia Mission"* |

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| **PARAGRAPH 1**  **Tell why you would like to participate in the mission (or other activity)**  *I am writing to let the Office of \_\_\_\_\_\_\_\_\_\_\_ know of my interest in going on a peacekeeping mission/conference/ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I feel that my work experience and skills will allow me to contribute significantly to the tasks of the mission/conference/project, particularly in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **PARAGRAPH 2**  **Tell why you feel qualified to participate and how you can apply your**  **background and skills**  *Having worked for several years as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I feel qualified to be part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you recall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,I was part of an \_\_\_\_\_\_\_\_\_\_ advising on/working at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I also performed similar tasks during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **PARAGRAPH 3**  **Thank the reader for considering your request/restate your hope to participate and contribute/offer additional information if needed**  *Thank you for considering my request to participate/ work on/go to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I very much hope that favourable action can be taken on my request to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where I believe my professional background and skills can be put to good use. Please let me know if I can supply any additional information.* |

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| **CLOSING**  *“Yours truly,*  *(signature)”* |