



INTERNAL MEMORANDUM TEMPLATE

MEMORANDUM	
Date:	
To:	
From:	
Subject:	
Introduction:	
Body of the Memo:	
Conclusion:	
Attachments:	
Cc:	
Signature:	



Usage Instructions

- 1. Date:**
Enter the date on which the memo is being issued.
- 2. To:**
Include the name(s) and department(s) of the primary recipient(s).
- 3. From:**
State the sender's name and department for identification purposes.
- 4. Subject:**
Provide a brief, clear subject line that summarises the memo's content.
- 5. Introduction:**
Give a concise introduction outlining the memo's purpose. This should set the context and provide a rationale for the memo.
- 6. Body of the Memo:**
Present the main content in a detailed and structured manner. This may include instructions, relevant information, or announcements. Use bullet points or numbering for clarity if necessary.
- 7. Conclusion:**
Summarise the memo's key points. Include any necessary closing remarks, action items, deadlines, or follow-up instructions.
- 8. Attachments:**
List any additional documents or files that accompany the memo, providing a brief description for each.
- 9. Cc:**
If applicable, include the names of any additional recipients who should be informed.
- 10. Signature:**
Conclude the memo with the sender's name and title for formality and identification.