

DISTRIBUTION LISTS IN MEMOS

When a memo is sent to several individuals, a distribution list is used.

- Simplified memos use the horizontal listing
- Standard memos use the vertical listing

Simplified Memo with horizontal listing

May 11, 20xx

Separate names with a comma

Tom Horrace, Raymond Guy, Tony Laird, Blair Thomason

OFFICE TECHNOLOGY CONFERENCE

Begin body of memo here...

Standard Memo with vertical listing

TO: Tom Horrace
Raymond Guy
Tony Laird
Blair Thomason

Names are still tabbed to 1"

FROM: Nancy Drewson, Word Processing

DATE: May 11, 20xx

SUBJECT: OFFICE TECHNOLOGY CONFERENCE

Begin body of memo here...