

2" Top Margin

Memorandums are used exclusively inter-office (inside the company, business, or organization). Start with a 2" top margin (to leave room for company letterhead).

Never indent paragraphs! All lines begin at the left margin. USE WORD WRAP!

Use default side margins: (1.25")

November 13, Current Year

Date (Use Month DD, YYYY format)

QS (press return four times)

Periscope Staff Members

Addressee (who the memo is to)

DS (press return two times)

NEW WITHIN-SCHOOL MEMORANDUM FORMAT

Memo Subject (ALL CAPS)

DS

You asked me to suggest a simple message format to use when you write to one another and to others within the school about school newspaper business. This message is formatted as a simplified memorandum.

Body of the memo

DS  
CENTER TITLES

Center and ALL CAPS titles in the body of memos. Titles are not required!

DS

All lines begin at the left margin except for centered titles. A QS (four hard returns) separates the date and receiver's name and the last paragraph and writer's name. All other parts, including paragraphs, are separated by a DS (two hard returns). No personal title is used before a name, but an official title or department name may follow it.

DS

If a separate document (such as an edited article) is attached to the memo, the word Attachment is keyed at the left margin a double space below the reference initials or the writer's name (whichever comes last); if the document is not attached, the word

Enclosure is keyed instead.

QS

*Keiko Sato*

SIGNATURE—Sign the letter in blue or black ink (not typed!). Use the name of the person who the memo is from.

Keiko Sato, Sponsor

DS

Who the memo is from

abc

Reference initials (person who typed the memo if different than who the memo is from)

## SIMPLIFIED MEMORANDUM FORMAT