

2" Top Margin

Type this information at 1". Use default tabs to move (tab) to this spot before you type.

TO: Faculty and Staff
FROM: Lenore M. Fielding, Principal
DATE: November 15, Current Year
SUBJECT: STANDARD MEMO FORMAT

DS

LMF

DS

DS

DS

The author of the memo initials the memo to the right and slightly above their name. Use blue or black ink ONLY!

Subject is ALL CAPS

Make sure your headings are ALL CAPS

At a recent meeting, department heads recommended that memos be processed on a plain paper instead of preprinted forms. This recommendation is a cost-cutting measure that requires only a little more effort on the part of the keyboard operator.

The customary standard margins are used: 2" top margin; default (near 1") side margins; at least a 1" bottom margin.

Standard double spacing separates memo parts, including paragraphs, which are individually single-spaced. If someone other than the writer keys the memo, that person's initials should be keyed at the left margin a double space below the message. If an attachment or enclosure is included, Attachment or Enclosure should be keyed at the left margin a double space below the message or the keyboard operator's initials (if any).

Headings begin at the left margin. Type each heading in all caps and follow it with a colon. After each heading, tab to 1". After TO: key the name of the person the memo is to; after FROM: key the name of the person the memo is from; after DATE: key the date of the memo; after SUBJECT: key the subject in ALL CAPS.

Please use this format for several days; then let me know if you experienced any difficulties.

DS

abc

Reference initials

STANDARD MEMORANDUM FORMAT