Date: Current Date Here

To: Students in AGCJ 404

From: Gary J. Wingenbach, Associate Professor

Subject: Memorandum Format

Begin with a statement of the main idea. The first paragraph in your memo should contain statements that are clear, accurate, and motivate the recipients’ into action. Remember, a high quality memo addresses one subject only. Your memo should include a concise listing of the main points that require action.

- Provide an introductory paragraph (if necessary)
- Use a list, like this one, to focus the readers’ attention
- Position your ideas in a logical format

Please remember to proofread your memo and pay special attention to spelling (especially to the correct spelling of recipients’ names), grammar, and format. You should align the tabs (first four lines) under the letterhead to facilitate reading. Also, do not forget to initialize your memo (next to your name above), which indicates to your readers’ that you have read and approved the memo before sending it.