



Memo Template



TO: Apple Inc. Personnel
FROM: Tom Smith
DATE: July 20, 2019
SUBJECT: Instructions for Memo Writing

Start with a short and concise introduction of one or two sentences. Specify the purpose of writing.

Make sure the content of the memo is divided into short paragraph, where each of them focuses on a certain idea.

Pay attention to formatting:

- use bullet points or numbered lists;
- provide headings and subheadings;
- This will help your readers better perceive the information.

Finish the memo with a conclusion, where you clearly specify the call to action or further suggestions on how to deal with the issue or what measures to take in the addressed case.

Indicate the sender's phone number and email address for further contacting.