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a memorandum or memo is a document shared with a group of people to disperse information on a task project event or other the purpose of a memo is to bring immediate attention to that information in a quick and brief manner

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for second and succeeding pages place the page number at the bottom center of the page at least one double space below the last line of text and 1 inch from the bottom of the page insert memorandum for 2 inches from top margin using a title in lieu of an individual s name if more than one line is required for an addressee indent the second

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the first paragraph of a memo should quickly and clearly convey its purpose there s no need for crafty introductions get straight to the main point of your message you might use phrases such as i m writing to inform you or i m writing to request to highlight the intent of the memo

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what is a memo a memo also known as a memorandum is a written document used for internal communications within a business or organization it s typically sent out to entire teams or departments conveying either one of two points information about new policies internal changes or project updates or

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