TO: Oscar Orlondo Bunker, Instructor

FROM: Sarah Chidester, Student

DATE: February 23, 20xx

SUBJECT: **Format of a Business Memorandum**

Memos require a format distinct from that of letters. A discussion of the specific features of standard memos follows.

The “TO,” “FROM,” “DATE,” and “SUBJECT” identifying information in the heading of a memorandum on plain paper is typically formatted as shown above, although they can be double spaced as well. Some businesses and other organizations use letterhead paper for their memos; memos on letterhead paper still include the identifying information. According to writer preferences, the identifying information may be single spaced or double spaced. Double spacing is most commonly used.

Solid capitals are sometimes used for the subject line; however, mixed capitals and lower-case letters are easier to read and may be used with bolding instead of solid capitals for good access. *Note also the triple space* [two blank lines] that is typically used between the subject line and the body.

One-inch top, left, and right margins are commonly used for memorandums, especially those formatted on plain paper. Memorandums are not centered vertically on a page, and bottom margins vary according to the length of a memo. If a memorandum requires more than one page, each page preceding the last page ends with a bottom margin of 1 inch. Multiple-page memorandums routinely include a header on the second and succeeding pages, which includes the reader’s name, the page number, and the date.

Memorandums are seldom signed by the writer. In some companies or organizations, the writer places his or her initials immediately following the name and title in the *FROM* line as a reflection of company or organization policy. However, if the memo contains a formal policy statement or needs to reflect official credibility, a signature line with the name of the writer can be formatted at the end of the memo.

Correctly formatting business memos according to the guidelines presented here will help you convey your message in a professional manner.

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