

Memoranda

Memos are versatile internal documents in the form of brief, informal reports to communicate technical and administrative information. They establish records of decision, results, concerns and events.

Guidelines for Writing Effective Memos

1. Use complete and detailed information in the four part heading to provide transparency.
2. Be sure the subject line is explicit to clearly indicate the context.
3. Organize the topics with key points first and details later.
4. Use accessible formatting with headings, lists and bullets wherever appropriate.
5. Indicate tasks and responsibilities clearly at the end.