

## Format for Conventional Memo

To: Reader  
From: Writer  
Subject: Informative title motivating reader to read memo  
Date: Month, day, year

The first few sentences provide the context/purpose of the memo (e.g., Last week in LLARC, I worked with two sets of materials: X and Y.) and summarize the main message (e.g., I found the former good for providing practice in understanding rapid speech; Y was less useful.)

**Subheading(s)** (followed by information in paragraph form)

Using subheadings, divide up the body of the memo into units of information that provide details, data and other information that supports your main message. When possible/appropriate, present details in a table or list.

### **Closing**

If appropriate, conclude the memo with an "action" statement including contact information. (e.g., Please let me know if you have any questions: name@domain.com)