Writing Business Memos

A memorandum (memo) is used to make announcements, to confirm what has transpired during conversations or meetings, and to request or exchange information. It can be directed to a few specific people, but often addresses a group—an entire team or department. It is often written in the first person (*I* or *we*) and ranges from very informal to extremely formal, depending on the writer and the intended recipients. Its topic is narrow and should be apparent immediately. Since it is a business document, it is important that the writing be up-front and concise. A good memo summarizes facts, analyzes pertinent issues, makes a recommendation, and supports it. It is easy to get overly technical and use unnecessary words to describe a situation; attention to clarity eliminates any need for the writer to go into lengthy explanations. Remember, too, that a memo becomes the property of its recipients and is not “private.” Don’t say anything in a memo that you wouldn’t say in person.

**STANDARD MEMO HEADING**

Though the format for a memo may vary from one organization to another, the standard heading consists of a series of clearly labeled lines that convey key information about the memo’s contents and its distribution. The following are standard elements of a memo header:

**Date:** The date on which the memo is distributed

**To:** The person(s) to whom it is primarily addressed

(sometimes with job title)

**cc:** Name(s) of anyone else who receives a copy

(sometimes with job title)

**From:** Name of the writer, usually followed by his/her

handwritten initials (sometimes with job title)

**Subject:** or **Re:** Concise statement of the memo’s topic

**THINGS TO REMEMBER WHEN WRITING MEMOS:**

* Identify your audience before you begin to write.
* Ask yourself, should this be persuasive, directive, or technical?
* Be concise and come straight to the point.
* Maintain a business-like tone.
* Use headings, bullets, and/or numbered lists so key points stand out and the document is easy to read.
* As when writing anything, each paragraph should contain one main idea. Also, try to keep each paragraph short.
* Always proofread very carefully. Check all of your facts.
* Don’t forget to identify any attachments. If not, a recipient would not realize anything was missing.
* Never include a closing. The “From” line eliminates the need.

Sample Memorandum

To: Stephen Powers  
  
From: Dan Smith  
  
Date: July 26, 1999  
  
Re: Computer problems

We are still having problems with the five new computers we have purchased from Bryan Hansen at the Hometown Computer Company. The problems we have been having include:

* Two notebook computers won’t boot up. Hometown’s technicians think it may be a problem with the motherboards, but they can’t solve the problem.
* One monitor continues to make a high-pitched whining sound.
* Two desktop computers came infected with viruses.

I feel that we should check into sending these computers back and get new ones from another supplier. I don’t feel confident with any equipment from this supplier.

\*Sample Business Memo taken from:  
Brown, K. G., and Barton, D.J.  (n.d.).  Brief guide to business writing.  Retrieved July, 2006,  
from http://www.biz.uiowa.edu/faculty/kbrown/writing.html

*Last updated 6/10/2014*