

Memo

TO: All Employees
FROM: Ms. Gerry Palko, Administrative Support
DATE: Current date
SUBJECT: INTEROFFICE MEMOS

When formatting memos for distribution within our company, please follow the format guides given below.

Use the default font, line spacing, and spacing after paragraphs. Use a 2-inch top margin on page 1 and the default top margin for other pages, if needed. Use the default settings for the left, right, and bottom margins.

Memos have four heading lines. The first line names the recipient (TO:). Whom the memo is from (FROM:) is listed next. The date the memo is being sent (DATE:) and what the memo is about (SUBJECT:) follow. All heading words (TO:, FROM:, DATE:, and SUBJECT:) are keyed in all caps. They are aligned at the left margin. Tap ENTER once after keying each line. The information following the heading words is aligned about 1 inch from the left margin. A tab setting can be used to align the information.

The paragraphs of the memo begin at the left margin. They are not indented. Tap ENTER once after each paragraph. If a memo has reference initials or enclosure, attachment, or copy notations, align them at the left margin and tap ENTER once after keying each part.

xxx

Enclosure

c Maria Castillo

83B MEMO