

MEMORANDUM

Memorandum (Memo)

Here are some tips for writing a memorandum (memo) :

- **Structure:** Include a heading with the recipient's name and title, your name and title, the date, and a brief subject line. The body of the memo should include an opening statement, context, a call to action, discussion, and a closing statement.
- **Content:** Keep the memo concise and to the point. Include the main idea, background information, action items, and a timeline.
- **Format:** Use a single-spaced, left-justified format with headings to organize sections. Skip a line between sentences to start new paragraphs.
- **Organization:** Use headings, lists, and clear paragraphs to make the memo easy to read and understand.
- **Proofreading:** Review and proofread the memo before sending it.
- **Audience:** Consider the audience and tone of the memo. Only address the memo to those who need to read it.
- **Attachments:** Include any necessary attachments.
- **Contact information:** Include your contact information.

From: Katherine

To: Vasanth

Date: August 22- 2024

Subject: Submission of financial reports.

With August coming to a close the company's accounting team will be gathering information on the income generated and expenses incurred from every department. This data will be used to determine the financial health of the company.

In connection with this the accounting department will be imposing a deadline for submitting all financial statements. The deadline for submission is on August 30, 2024.

Thank You
