

(Tap ENTER three times)

2"

Sterling

**1195 Singing Cactus Avenue
Tucson, AZ 85701-0947**

TO: Students ↓ 1
FROM: Roger C. Westfield ↓ 1
DATE: Insert current date ↓ 1
SUBJECT: A New Perspective on Memos ↓ 1

Your instructor has asked that I prepare a memo for you describing the changing role of memos and the importance of formatting memos effectively. Sterling uses its logo and company name on the top of its memos. First, you will learn to prepare memos on plain paper. Later you will learn to use templates for them. A template is a stored document format that would contain the company logo and name as well as the memo headings. ↓ 1

The format does not differ regardless of whether plain paper or a template is used. The headings are positioned about 2" from the top of the paper, and default side margins are used. Headings are keyed in uppercase and bold; tap the Enter key once after each heading. The body is single-spaced with a blank line between each paragraph. Notations such as reference initials, enclosures, or copies are keyed one blank line below the body. Some companies adopt slightly different styles; however, this style is very commonly used. ↓ 1

Often a memo is sent electronically. It can either be in the form of an e-mail or as an attachment to an e-mail. Memos were designed to be documents that stayed within a company. However, e-mail is changing the role of memos. E-mails, even though they are formatted as memos, are frequently sent outside of companies. Some companies use e-mail to deliver a document but attach a letter or a memo to it. ↓ 1

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Memo Format