**Company Name**

Company phone number

Company website

Company Email

Company Address

TO:

FROM:

DATE:

SUBJECT:

Start by introducing the purpose of your message or you can give a background of your organization­–depending on the context of your message. Ensure that the information is short and to the point­.

**Subtitles**

You can include subtitles, like the one written above, in order to organize your points and your ideas.

**Bullet Points**

Another great way to organize ideas are by adding bullet points:

* Point number one
* Point number two
* Point number three
* Point number four (preferably no more than six points)

**Conclusion**

Summarize your ideas and your points in this final paragraph. Feel free to personalize your memo by changing the documents font.

Sign off with the company’s name or department name, should you choose to do so.