

School Memo Format

MEMORANDUM

To: [Recipient(s) Title or Group]

From: [Your Name/Position]

Date: [Date of Writing]

Subject: [Brief and Clear Statement of the Memo's Topic]

Introduction

- Briefly state the purpose of the memo. Introduce the context or issue that has prompted the memo.

Background

- Provide any necessary background information that the recipients need to understand the rest of the content.

Main Content

- Divide this section into subheadings if the memo covers more than one issue.
- Clearly outline each point, providing detailed information and explaining how the issues affect the recipients.
- Include specific data, examples, or findings to support your points.

Action Items

- Clearly state any actions that need to be taken by the recipients.
- Include deadlines for these actions and specify who is responsible for each task.

Conclusion

- Summarize the key points made in the memo and reiterate any actions needed.

- Offer to provide further information or assistance if needed.

Attachments

- List any attachments included with the memo.