

To: **[Audience]**
From: **[Author and job title]**
Date:
Re: **[Purpose of memo]**

Executive Summary

A single concise sentence that recommends an action and summarizes the rationale for that action—allows the audience to quickly identify the main points of the rest of the memo.

First Subheading – short phrase; audience learns the subject of Section 1

Section 1 – Contains the memo’s most important information in complete sentences. Most important information for this section is in the section’s first sentence.

Second Subheading – short phrase; audience learns the subject of Section 2

Section 2 – Contains the memo’s second most important information in complete sentences. Most important information for this section is in the section’s first sentence.

And additional subheadings and sections as needed . . .

Do not include the bolded words above in your actual memo.