

Writing a Memorandum

Matthew Williams • English Language • April 21, 2026

Purpose

A memorandum (memo) is used for **internal communication** within an organisation — sent between staff members or departments, never to external parties. Memos may:

- **Inform** — announce a policy change, event, or update
- **Instruct** — direct staff to take a specific action
- **Request** — ask a department or individual for information or resources

Structure

- **MEMORANDUM** — bold, centred heading at the top
- **To** — name(s) or department(s) receiving the memo
- **From** — your name and job title
- **Date** — written in full
- **Subject** — specific topic of the memo
- **Introduction** — state the main purpose directly; no salutation
- **Body** — elaborate the main idea; may be presented in bullet or paragraph form
- **Conclusion** — summary, any recommendations, and further actions required
- **Close** — your name, email address, and phone number

Key Conventions

- Used for **internal communication** within an organisation — not sent to outsiders
- No salutation (no "Dear...") and no complimentary close (no "Yours truly")
- Formal but **direct** — state the purpose immediately in the introduction; avoid weak openers like "I am writing to..." — go straight to the point instead
- Subject line should be **specific** — more precise than a letter's subject line

Warning

Though common in older memorandums, try not to use bullet points but instead continuous prose in the body of the memo. CSEC now typically prefers memos to be written in paragraph form, and bullet points can make the memo seem less formal.

DOCUMENT EXAMPLE

MEMORANDUM

To: Science Department

From: Josh Connor, Principal

Date: 10th May, 2022

Subject: Refurbishment of Science Laboratory

Please be advised that the Science Laboratory will be undergoing major infrastructural changes, requiring the temporary relocation of the Science Department.

The refurbishment has become necessary due to the deterioration of laboratory facilities over the years. The upgrade is aimed at improving the comfort and productivity of the Science Department and its students. The major changes will include replacement of the ceiling, replacement of the louvres with glass windows, installation of tiled flooring, and an upgrade of furniture and equipment. Funding for the refurbishment is being provided entirely by the PTA. The refurbishment is expected to take approximately one month, from 10th May to 10th June, 2022. During this period, members of the Science Department will be housed in the school AV Room and all laboratory activities will be suspended.

This project is the first in a series of planned infrastructural upgrades across the school. I trust that all members of the department will receive this initiative positively. Should you have any concerns, please do not hesitate to contact me directly.

Josh Connor joshconnor@edu.jm 876-354-9087