

Writing a Memorandum

Matthew Williams • English Language • April 21, 2026

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
- Body may use **bullet points** for lists of changes, items, or actions
- Subject line should be **specific** — more precise than a letter's subject line

[Code: annotated-doc]

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MEMORANDUM | The identifying heading for all memos. Always bold and centred. |  
**MEMORANDUM** | center  
**MEMORANDUM**
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To | The name(s) or department(s) receiving the memo. | To: [Recipient Name(s) or  
Department]
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To: Science Department
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From | Your full name and job title. | From: [Your Name, Title or Position]
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From: Josh Connor, Principal
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Date | The full date the memo was written. Spell out the month in full. | Date: [Day  
Month Year]
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Date: 10th May, 2022

Subject | A specific, informative topic line. State exactly what the memo is about – be more precise than you would be in a letter. | Subject: [Specific topic of the memo] | break

Subject: Refurbishment of Science Laboratory

Introduction | State the main purpose of the memo directly. No greeting – go straight to the point. | Opening sentence stating what is being communicated and why it is relevant to the recipient. | break

I am writing to inform you that the Science Laboratory will be undergoing major infrastructural changes, requiring the temporary relocation of the Science Department.

Body – Background | Explain the reason or context behind the memo. What led to this decision or action. | Background context. What made this action necessary and what it is intended to achieve. | break

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.

Body – Details | Provide the specific details: what will happen, who is involved, and what the impact will be. A list may be used here for clarity. | Specific details of the action or change. What is happening, who is responsible, and what the impact will be. A bullet list is appropriate here. | break

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.

Body – Timeline | State the timeline and any arrangements made to accommodate those affected during the transition. | Timeline for the action. Arrangements or accommodations made for those affected. | break

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.

Conclusion | Summarise and end with a call to action, expression of confidence, or an invitation to contact you with queries. | Closing statement. Expression of confidence or goodwill. Invitation to raise concerns or questions. | break

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.

Close | Your name, email address, and phone number. No complimentary close – memos end directly with contact details. | [Full Name]\n[Email Address]\n[Phone Number]

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Study Vault