



# Business Memo Sample



from the Business Communication Center

Letterhead

**Business Communication Center**  
Michael F. Price College of Business  
1003 Asp Avenue, Room 2050  
Norman, OK 73019

Sample  
Memo

Header

**MEMO**

To: Terry Crain  
From: David Williams *D.W.*  
Date: January 21, 2000  
Subject: Computer and Printer for Webmaster

Handwritten  
initials go  
here

Introduction

I need to provide our new webmaster with a computer and printer. Bob Rogers has given John McNeil the computer and printer that our previous webmaster had been using.

Body

Attached is a quote from Gateway for a new computer and printer. Our network administrator has approved the specifications. This computer is not the fastest on the market, and the monitor and hard drive are not the biggest, but this is a solid system that will meet our needs for several years.

Conclusion

Because this is an expense that I had not anticipated, and because it would deplete the balance of my FY2000 budget, please ask Linda Boyd to fund this purchase from the general operating fund.

## Memo Writing Checklist:

- ✓ Check your letterhead
- ✓ Sign your initials after your typed name on the "From:" line
- ✓ Check date
- ✓ Provide strong, clear subject line
- ✓ Proofread for correctness



For information on improving your letters see  
[http://price.ou.edu/bcc/pdf/bcc\\_businessletter.pdf](http://price.ou.edu/bcc/pdf/bcc_businessletter.pdf)