

50+ Memo Samples, Format & Examples 2022

Memos play a vital role in every organization. It has a twofold purpose, which are they bring attention to problems and solve problems. They also achieve their goals by notifying and informing readers about new information or persuading them to take action. However, making memos isn't an easy thing to do as you need to consider various things. For those people who want to skip the time-consuming process of creating one, a perfect [memo template](#) could help a lot.

To create a Memo of your very own, follow the following steps:

- Browse through several Memo designs for inspiration and ideas for your own Memo.
- Customize Online or Download in your preferred File format and Print As Required.

If you are one of those people who need templates right now, this article is for you. Scroll down, and get ready to unleash our fifty editable templates that you can use and choose. What are you waiting for?

1. Business Memo Sample

A [business memo](#) is a short document used to transmit messages throughout the organization. When making such, you should ensure it is brief, precise, and easy to navigate. Below is the perfect example.

Info Sabbaticals

BUSINESS MEMORANDUM

Date: May 04, 2020

From: Jane Smith

To: Phoebe Adams

Subject: To inform about changes in receipt policy

Info Sabbaticals' expense report receipt policy will change, including all food related-budget and non-food expenses effective June 01, 2020. All the expenses must be supplemented by an itemized receipt. Employees will not be reimbursed for the expenditure of more than \$100.

All employees, staff, as well as managers, should communicate with the Human Resources personnel if they have any further questions, clarifications, or suggestions.

Thank you.

2. School Memo Sample

In making a [school memo](#), you should ensure it is precise, short, and understandable, so teachers and students can easily understand what's on the paper.

[Elindore Academy of Technology]

SCHOOL MEMORANDUM

Date: September 05, 2027
From: Daniel Martinez
To: Ana Strom
Subject: School Dress Code Assembly

On September 10, 2027, the student body must gather at the main hall of the academy to attend this assembly. There, the teaching staff will give an informative presentation on the new formal dress code that the students will adhere to.

Please be guided and await further announcements in the coming days.

Thank you very much.

3. Restaurant Memo Sample

Many restaurant owners use a [restaurant memo](#) to inform customers or employees about promos or problems within the restaurant. So it is essential to make it short and understandable.

X Gulliver's Cuisine

RESTAURANT CREDIT MEMO

Date: February 26, 2030

From: Donald Johnson

To: John Wicker

Subject: Credit Memo for Order No. 3A-PTI

Description	Quantity	Price	Total
Family Meal A	1	USD 60.00	USD 60.00
Vegetarian Dishes	3	USD 30.00	USD 90.00
Total			USD 90

Kindly contact us if you have any questions.

4. Professional Memo Sample

When creating professional memorandums, keep it brief but include all of the required facts, and make it easy to navigate so that all readers understand the context.

SAMPLE PROFESSIONAL/BUSINESS MEMO

The tone of a professional memo is friendly but professional. The language is straightforward. The memo text is brief and gets to the main point quickly.

MEMO

To: Adams County School System Special Education Team
From: Jane Doe, special education para-professional
Date: June 13, 2017
Subject: Mental Health in Special Education

I write to share the problem of the stigmatization of mental health disorders in special education and its implications for our team. I offer some possible solutions as well.

Adams County School District has seen an increase in students who qualify for special education resources. However, we have not seen a corresponding increase in students who qualify due to mental health. Because of the increase in students seeking services, we assume that all needs are met. However, students and their families may not seek resources due to the stigma of mental health issues. Given our own increase in special education recipients in our own school system, we should see a similar increase in students' mental health disorders. However, we do not. This is an anomaly that we should explore.

I suggest we address this problem by collecting better data on student diagnosis and reviewing our training program. By collecting data, we can see how our student population aligns with national data to determine whether stigma may prevent some of our students from requesting special education resources. Regarding training, our school system has an interest in better understanding our student population from a mental health standpoint. We have a solid special education training program, but no recent training addresses working with students who have mental health disorders. We may be reinforcing the stigma attached by not providing specialized training. We should review our training and consider planning at least one workshop on students with a mental health disorder diagnosis.

We will discuss this in more depth at our next quarterly meeting.

Professional memos are formatted with these details stated before the body of the communication.

Right away, the reader knows this memo is about a problem that requires the team and a possible solution.

Here is a short closing to end the memo.

Note the use of a font that is easy to read without any decorative style. The memo text is single spaced.

5. Employee Memo Sample

When making an [employee memo](#), it should be better to be direct for them to understand the context easily.

Blueway IT Solutions

EMPLOYEE PERFORMANCE MEMORANDUM

Date: April 15, 2025

From: Bruce West

To: Kendra Morgan

Subject: Poor Performance

Based on our records, you have failed to meet the company's target production rate from January to March 2025. This consistent failure within such a length of time is a direct violation of our company standards.

Please take note that this may be cause for dismissal should this continue for one more month. Thus, we ask you to submit a letter of explanation immediately so we can create an appropriate course of action to address the situation.

6. Meeting Memo Sample

Meeting memos are typical in most companies and organizations. You can use the sample below as your reference.



Memorandum of Meeting

Date: February 22, 2005
Time: 7 p.m. to 9 p.m.
Location: Main Hall, Ellensdale Volunteer Fire Company, Ellensdale, DE.
Topic: Ellensdale Area Working Group Meeting No. 4
Attendees: See Attached

Bob Kramer welcomed everyone to the meeting at 7:10 p.m. Mr. Kramer started by reviewing the refinements made to the plans. These refinements were based on the comments from the previous Working Group Meetings and Public Workshops. He then explained that everyone would have an opportunity to review the plans, and provide their comments and questions to the Project Team members. He then introduced Monroe Hite III, DelDOT Project Manager, who, in turn, welcomed the Working Group Members.

Mr. Hite reflected momentarily on the previous Working Group Meeting in October and the Public Workshop in November. He specified that the maps from those meetings are available by electronic request from the DelDOT website. He then announced that the next Working Group Meeting will be held at the Ellensdale Fire Company, Main Hall, on Tuesday, April 26 from 7 p.m. to 9 p.m. He indicated that the Working Group meeting, previously scheduled for March 22, will not be held. He also indicated that the next Public Workshop will meet at the same location on Tuesday, May 17 from 4 p.m. to 7 p.m. He then informed the members that the public notice for the workshop will be sent to everyone on the mailing list in late April or early May. He then outlined the contents of the hand-out materials for the Working Group members project notebooks. He reminded the Working Group members of the recent, Project-wide, Working Group meetings and workshops, as well as the most recent Project Team meetings. He discussed that there has been a lull in working group meetings, but the team has been gathering information and other pertinent data for the project. Other announcements included the introduction of recent additions to the Project Team, Shilpa Mallen, EKKK and Sonya LaGrand, DelDOT. Mr. Truxon informed Monroe that Mrs. Price, recently elected Town Council Person was in the audience. Monroe asked Mrs. Price to sit in for Mayor Mitchell, who was unable to attend this evening's meeting. Mr. Hite then introduced Mr. Joe Warka to provide a summary of comments from the previous Working Group Meetings.

According to Mr. Warka, a complete list of comments from the approximately 800 attendees at all of the November 2004 workshops were provided within the contents of the hand-out materials provided that evening for the Working Group members. He indicated that minutes from the two most recent agency meetings were also included in their hand-out package. Mr. Warka reviewed a summarization of comments, arranged to

7. Strategy Memo Sample

Making a [strategy memo](#) is essential in most profitable companies. However, ensure to make it short, direct, and easy to access. You can use the template below as your reference.

Vonder Corporation

STRATEGY MEMORANDUM

Date: January 08, 2020

From: Faith Moore

To: Yasmin Armstrong

Subject: Child Care Assistance

The Seattle Welfare Center offers employees exceptional strategies to help enhance their employee status and develop physical and mental capabilities. A justified cost will be provided when talking about a large percentage of children in the facility.

All employees who are parents should obtain reasonable discounts for tuition. The signed document will explain not just the changes but also the reasons why there is a need for such modifications.

Thank you.

8. Legal Memo Sample

A [legal memo](#) is one of the most comprehensive, polished, and formal written documents you could ever find. When making such, make sure it contains all the necessary details to make it look credible and reliable.



Benson Legal Partners
bensonlegal@zmail.com
222.555.7777

LEGAL MEMO

Date: January 06, 2020

From: Kendra Adams

To: Garry Parker

Subject: Hanson Fashion Haus - Breach of Contract Claim

Hanson Fashion Haus announced its annual sale offering 70% off on all of its designer bags for one day only. The claimant, who came to the boutique at 5 PM on the day of the sale, complained that the staff refused to sell her a designer bag at the advertised price after claiming that there were none left.

The claimant argues that the boutique's advertisement did not contain limiting language specifying that the designer bags were for sale while supplies lasted. But under New York Law, this advertisement is an invitation to enter into a negotiation, and not a contract offer.

The court will likely favor the boutique, given how the company's ad did not constitute a binding contract.

9. Credit Memo Sample

A [credit memo](#) is a commercial document issued by a seller to a buyer. It serves as evidence of the reduction in sales.

The Cornerstone Computers

CREDIT MEMO

Date: January 05, 2020

From: Julie Jansen

To: Tom Boyle

Subject: Computer Repair Services

Description	Quantity	Price		Total
CD Replacement	1	USD 150	piece	USD 150
Labor	1	USD 10	hour	USD 10
Total				USD 160

Payment is due within seven (7) days.

10. Policy Memo Sample

When making a [policy memo](#), it should be best to keep it precise, comprehensive, and understandable to avoid confusion.

Philmarton Enterprises

POLICY MEMORANDUM

Date: August 01, 2030

From: Kayleigh Harvey

To: Molly Perry

Subject: Food Service Policy

The Public Health Agency is required to screen and assess applications regarding meal benefits for children in public schools. A list of applications should be verified and provided for the entitlement of such meals by September 01, 2030.

The verification process for all school sites should be completed within a month. The policy website should also be accessible and updated accordingly.

Thank you.

11. Investment Memo Sample

When it comes to investments, make sure your [investment memo](#) looks credible and formal. Making it simple and precise could help.

Foodie Cafe

RESTAURANT INVESTMENT MEMO

Date: February 26, 2030

From: Erik Blair

To: Springfield Limited, Board of Directors

Subject: Restaurant Investment

Foodie Cafe is a restaurant that aims to serve local and continental cuisines to the people of Michigan. To date, the company has identified its market, targeted its consumers, and developed an e-commerce platform.

The company has raised a total of \$50,000 in funding and is looking to raise \$70,000 in exchange for 35% of the equity. Through an Entrepreneurial Investment Scheme, investors can claim up to 35% tax relief.

Kindly contact us for more information.

12. Company Memo Sample

One main factor in creating a company memo is its formality. Keeping it formal can make it look credible and successful.

SAMPLE MEMO

Date:

To: All Staff

From: Company Executive

Subject: Employee Commute Options Survey

We are conducting a commuting survey this week among all employees. The purpose of the survey is to discover what methods we currently use to commute and what alternative methods are of most interest. The survey is required by Department of Environmental Quality's Employee Commute Options (ECO) rules. These rules are part of the Portland area clean air plan to keep the air clean in light of air pollution associated with continued growth in the region.

ECO requires employers to provide employees with incentives to use alternatives to driving alone to work. The results of the survey will be used by (company name) to design a transportation program that reflects the needs and desires of (company name) employees. We must receive completed surveys back from at least 75 percent of (company name) employees to meet the requirements.

The survey will be distributed via e-mail on (date). Please take a couple of minutes to fill out the survey and return it by (date). If you have questions, please talk to (transportation coordinator).

We will share the results with you in the employee newsletter when they are completed.

Thanks for your participation,

Your Executive

13. Internal Memo Sample

If you want your [internal memo](#) to be readable, it is essential to write as concisely as possible to identify its purpose. Remember, it should provide necessary information on projects, nothing more, nothing less.

Zendo Solutions

INTERNAL MEMORANDUM

Date: August 16, 2024
From: Martina Simons
To: All Employees

Subject: Use of Cell Phone During Working Hours

Starting August 17, 2024, cell phones will not be allowed in the workplace. We have noticed a lot of employees using their cell phones during work hours, greatly affecting their focus and productivity.

Using cell phones and other gadgets for non-work-related activities is strictly prohibited during working hours. We request everyone to stay focused on their work to avoid unnecessary consequences.

Thank you.

END PAGE

14. Memorandum of Understanding Sample

A [memorandum of understanding](#) communicates the mutually accepted expectations of both parties involved in a negotiation. So keeping it short and precise is the perfect way to make such documents.

Hall Security Consultants

MEMORANDUM OF UNDERSTANDING

15. Decision Memo Sample

When making a decision memo, make sure your objectives and content are clear to avoid confusion and build a clear image of the message you want to convey.

Rio Technologies

DECISION MEMO

Date: February 26, 2030

From: Neil O'Brian

To: Department Head of the Human Resource Department of Rio Technologies

Subject: New Database System for HR Documentation

The HR Department of Rio Technologies proposes the implementation of a new database system to process employee records and private documents. The proposed system will cost an estimated \$30,000 to develop, which shall be covered by the department's quarterly budget.

Upon developing the system, the department will experience several downtimes for maintenance and upgrade procedures. The system, once deployed, will ensure the proper development and storage of records.

16. Proposal Memo Sample

When making a [proposal memo](#), it is crucial to keep it short and precise for the readers to understand your proposal. Be it for large projects or just minor ones.

True Tower Development Company

PROJECT PROPOSAL MEMO

Date: August 10, 2035

From: Gerald Jones

To: L&L Enterprises

Subject: Commercial Building Construction Project Proposal

We present our project proposal in this memo in response to your company's request. Attached herewith are the specifications and price estimates of the proposed commercial building.

Let us know if you have any questions and concerns.

Thank you.

17. Disciplinary Memo Sample

Employees who cross the line and break the rules receive a [disciplinary memo](#). If you decide to provide it, keep it simple and straight to the point. Creating longer content would be senseless.

Devlan Motors Corp.

EMPLOYEE DISCIPLINARY MEMORANDUM

Date: July 10, 2025

From: Jane Crawford

To: Oliver Forrester

Subject: Disciplinary Action for Poor Performance

For the past three months, you have consistently failed to meet the required 100% production rating, which is against our company standards for employee performance.

In line with this, the management has decided to suspend your employment regularization for two months, starting July 13, 2025, until September 13, 2025. We will revisit your regularization after the stated period is over, provided that your performance has improved.

If you have any questions, please don't hesitate to approach me.

Thank you.

18. Management Memo Sample

People use a [management memo](#) to convey management or policy statements to the entire management or company. It should provide details on topics that require special attention.

Green Levers Corp.

MANAGEMENT MEMO

Date: March 23, 2025

From: Harry Nicholson

To: George Fleming

Subject: Information on Promotion and Transfer

This is to inform you that the higher management of **Green Levers Corp.** has already concluded the deliberation of your performance as the Manager of the Software Department to determine your possible promotion to the Lead Project Manager.

Under the aforementioned criteria and the scores, the higher management has found you qualified for the position of the Lead Project Manager, transferring you to the Department of Finance.

For further questions or clarifications, you can approach the Human Resource Department.

Thank you.

19. Cover Memo Sample

You should know why you're writing a cover memo before you start. It usually explains what the documents are about. So you should be aware of why they are created and sent.

SAMPLE Cover Memo

TO: Heads of all departments and nursing units
FROM: (Name of workgroup)
DATE:
SUBJECT: Survey of device use

The elimination of percutaneous injuries associated with the use of (Type of Device) is a priority of your Sharps Injury Prevention Program Committee. Currently, this type of device accounts for _____% of our sharps injuries each year. One prevention strategy under consideration is the replacement of our conventional (Type of Device) with a device or devices with safety features.

We want to ensure that all areas of the organization that might be affected by the decisions of this committee have input into the decision-making process. Our first step is to conduct an organization-wide survey to identify users of the current device and their unique needs. Please complete the attached survey, and return it to _____ by _____. If you have any questions about the survey or the plans of the committee, you may call _____.

20. Research Memo Sample

When it comes to making a [research memo](#), keeping it short, precise, and easy to navigate is the perfect way to do it. However, make sure it contains all the necessary details needed.

JMR Accounting

ACCOUNTING RESEARCH MEMORANDUM

Date: October 20, 2026

From: May Leto

To: Wesley Insurance Corporation

Subject: Accounting Research

As requested by your company, we conducted accounting research on Gemini Logistics Co.'s financial records to determine whether it qualifies for your business insurance policy requirements.

Our research found that the company is financially stable. Despite being new in the logistics industry, the company managed to secure long-time contracts with large clients.

Hence, we recommend Gemini Logistics Co. as a qualified candidate for your business insurance policy.

Let us know if you have further questions.

21. Action Memo Sample

An [action memo](#) is like a decision memo. It substantiates the need for removal of action, identifies the proposed response, and explains the rationale of the action removal.

HygieneTech

ACTION MEMO

Date: February 25, 2025

From: Harry Nicholson

To: Seth Mianders

Subject: Endorsement of a Community Clean-up Drive

This memo is documented to assess the social responsibility of HygieneTech to keep the community clean and check the increase in the number of trash in the community.

This action memo suggests the company to sponsor the following activities to keep the community clean:

- Coordinate with the community in the creation of a clean and green task force to initiate the community clean-up drive every.
- Provide sufficient sponsorship to the community in the form of cash donations or materials necessary for the community clean-up.
- Support the community in all its environment-related programs.

Thank you.

22. HR Memo Sample

An [HR Memo](#) is one of the most common memorandums. Its topics are usually related to employees' welfare and the company's standard operations.

Express Inc.

HR MEMO

Date: February 25, 2025
From: Human Resources Manager
To: All Employees

Subject: Changes in the Usage of Leave and Undertime Credits

This is to inform all the employees about the latest changes in the company policy regarding the employees' usage of leave and undertime credits by the management effective from March 2025.

- Five (5) days each of vacation and sick leaves will be added to the standard twelve (12) days given to every employee every year, after ten (10) years of uninterrupted service.
- The only acceptable reasons for undertime are those that involve family emergencies.
- An additional procedure will be implemented in processing leaves and undertime, which will be posted on the HR bulletin board.

Thank you.

23. Office Memo Sample

An [office memo](#) is like a business memo. It should be short and precise, but also it should have the taste of formality for its credibility.

InfoHomes Estate Company

OFFICE MEMORANDUM

Date: January 10, 2028

From: Ben Howards

To: All Departments

Subject: Occupational Safety and Health Administration Meeting

Following the government's appeal to stop the spread of viruses and illnesses within the workplace, our company will have a meeting about occupational safety and health administration at the IHE Room 11 on January 28, 2028, at 2:00 PM.

Kindly bring your medical records to the meeting.

Thank you.

24. Cash Memo Sample

A [cash memo](#) is documentation about transactions between a seller and a buyer. It usually contains cash and transaction-related matters, so the details should be precise.

Natura Life

RETAIL CASH MEMO

Date: April 24, 2020

From: Felmar Dyllan

To: Paul Wellington

Subject: Cash Memo No. 7519

Description	Quantity	Price	Total
Sooty Eg. Bkg	1	USD 180	USD 180
Wed. Gwr	1	USD 05	USD 05
Total			USD 185

Goods are replaceable within seven (7) days from the date above.

25. Financial Memo Sample

In establishing a financial memo, it should be best to keep it precise and direct. Since it is documentation about all financial data of a company, accurate and direct-to-the-point details can make it look credible and reliable.



FINANCE MEMORANDUM

MEMO NO. 13-02

TO: All Department Heads
FROM: Kalbert K. Young
Director of Finance
SUBJECT: Update of Revenue Estimates

The Department of Budget and Finance (DBF) compiles and reports the State's revenues to the Council on Revenues (Council) as required by Section 37-111, HRS. The Council submits its report on projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. In anticipation of the Council's next meeting, we are requesting an update of your department's revenue projections.

Since September 2005, e-Rev has been successfully used by the Budget, Program Planning and Management Division (BPPMD). All departments are required to use the online system to prepare their updates. If you have new personnel who need access to e-Rev, please send an e-mail message to terri.loftis@hawaii.gov with the full names of all intended users of the system.

Attached for your review and update are copies of revenue estimate forms that reflect your department's estimates that were submitted to the Council for its March 2013 report. If your department receives or anticipates receipt of revenues for which an estimate form has not been provided, please add the new revenues through the online system. If your department has revenue sources that have terminated, estimate forms should be submitted to BPPMD for deletion in e-Rev. Your department should evaluate federal fund revenue estimates to ensure that they are realistic.

Also, please remind users to round the last four out years (i.e., FYs 16-19) to the nearest thousandth. For example, revenues of \$2,600,000 should be input as \$2,600 for FYs 16, 17, 18, and 19 in e-Rev.

26. Audit Memo Sample

When making an [audit memo](#), make sure it contains precise and accurate details. Keeping the content short can also help you make your memo look credible.

Alpha Corp.

AUDIT REPORT MEMO

Date: February 01, 2020
From: Alex Pitcher
To: Anabelle Dickinson
Subject: Audit Report 2020

An audit was conducted for Alpha Corp. for the fiscal year ending on December 31, 2019, to ensure that its accounts for the year 2019 are managed properly.

The audit findings show that the company's account management complies with due diligence principles and applicable auditing laws, regulations, and statutes in the state.

For additional information regarding the results of the audit, please don't hesitate to approach me.

Thank you.

27. Holiday Memo Sample

Making a [holiday memo](#) is like making an ordinary memo. It should contain all the necessary details in a precise and direct-to-the-point manner. Producing longer content would be senseless.

Sap Consultancy Inc.

THANKSGIVING HOLIDAY MEMO

Date: May 05, 2020
From: Human Resource Management Office
To: All Employees
Subject: Thanksgiving Holiday 2020

Please be informed of the upcoming Thanksgiving holiday this Thursday, November 26, 2020. All branches of the company will be closed for the duration of the holiday.

Thank you.

28. Interoffice Memo Sample

When establishing an [interoffice memo](#), make sure it looks formal and credible enough since it is a note or document for different departments in a company.

Pacific Insider Incorporated

INTEROFFICE MEMORANDUM

Date: October 06, 2028

From: Samantha Barrett, Content Manager

To: Louie Davis, IT Manager

Subject: Published Content Issues

In recent weeks, the content team has voiced its concerns regarding current technical issues involving published articles. These are recurring issues that are causing significant delays in our team's productivity.

We intend to hold a meeting with your team to discuss matters further and resolve this issue.

Let me know if you have any questions or concerns.

29. Confidential Memo Sample

Make sure all of your facts are correct while writing a [confidential memo](#). You should place the word confidential at the top of the document and deliver it to people who need it.



US OFFICE OF FINANCE

CONFIDENTIAL INFORMATION MEMORANDUM

Date: January 15, 2030

From: Stephanie Stevenson

To: Office of the Auditor

Subject: Book and Bank Balances for Reconciliation

As per request, attached herewith are the documents of the government's book and bank balances for reconciliation. Please be reminded that the reconciliation output is due on January 30, 2030.

For questions and concerns, please contact me directly.

30. Debit Memo Sample

When making a debit memo, make sure the details are complete and factual. Because it is a document that records and alerts a client of debit modifications made to their specific bank account, ensuring the details are precise and concise can make it look credible and reputable.

MTC Bank

DEBIT MEMO

Date: January 16, 2023

From: Diana Howard

To: Becca Cooper

Subject: Return of Damaged Goods

Description	Quantity	Price		Total
Damaged Goods	34	USD 20	Item	USD 700
Freight & Handling	1	USD 25	Service	USD 25
Total				USD 745

Please be guided.

31. Army Memo Sample

Making an army memo is similar to any other memorandum. The army uses it to engage formally with any Department of Defense command, staff, or activity. So it should be better to make it formal and professional.



DEPARTMENT OF THE ARMY
UNIT
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

OFFICE SYMBOL

2 August 2021

MEMORANDUM FOR RECORD

SUBJECT: Enter Subject Line (A) (K) (L) (M) (N) (P)

1. Start From here
2. The point of contact for this memorandum is (A) (K) (L) (M) (N) (P) (R) (S) (T) (U) (V) (W) (X) (Y) (Z) (AA) (AB) (AC) (AD) (AE) (AF) (AG) (AH) (AI) (AJ) (AK) (AL) (AM) (AN) (AO) (AP) (AQ) (AR) (AS) (AT) (AU) (AV) (AW) (AX) (AY) (AZ) (BA) (BB) (BC) (BD) (BE) (BF) (BG) (BH) (BI) (BJ) (BK) (BL) (BM) (BN) (BO) (BP) (BQ) (BR) (BS) (BT) (BU) (BV) (BW) (BX) (BY) (BZ) (CA) (CB) (CC) (CD) (CE) (CF) (CG) (CH) (CI) (CJ) (CK) (CL) (CM) (CN) (CO) (CP) (CQ) (CR) (CS) (CT) (CU) (CV) (CW) (CX) (CY) (CZ) (DA) (DB) (DC) (DD) (DE) (DF) (DG) (DH) (DI) (DJ) (DK) (DL) (DM) (DN) (DO) (DP) (DQ) (DR) (DS) (DT) (DU) (DV) (DW) (DX) (DY) (DZ) (EA) (EB) (EC) (ED) (EE) (EF) (EG) (EH) (EI) (EJ) (EK) (EL) (EM) (EN) (EO) (EP) (EQ) (ER) (ES) (ET) (EU) (EV) (EW) (EX) (EY) (EZ) (FA) (FB) (FC) (FD) (FE) (FF) (FG) (FH) (FI) (FJ) (FK) (FL) (FM) (FN) (FO) (FP) (FQ) (FR) (FS) (FT) (FU) (FV) (FW) (FX) (FY) (FZ) (GA) (GB) (GC) (GD) (GE) (GF) (GG) (GH) (GI) (GJ) (GK) (GL) (GM) (GN) (GO) (GP) (GQ) (GR) (GS) (GT) (GU) (GV) (GW) (GX) (GY) (GZ) (HA) (HB) (HC) (HD) (HE) (HF) (HG) (HH) (HI) (HJ) (HK) (HL) (HM) (HN) (HO) (HP) (HQ) (HR) (HS) (HT) (HU) (HV) (HW) (HX) (HY) (HZ) (IA) (IB) (IC) (ID) (IE) (IF) (IG) (IH) (II) (IJ) (IK) (IL) (IM) (IN) (IO) (IP) (IQ) (IR) (IS) (IT) (IU) (IV) (IW) (IX) (IY) (IZ) (JA) (JB) (JC) (JD) (JE) (JF) (JG) (JH) (JI) (JJ) (JK) (JL) (JM) (JN) (JO) (JP) (JQ) (JR) (JS) (JT) (JU) (JV) (JW) (JX) (JY) (JZ) (KA) (KB) (KC) (KD) (KE) (KF) (KG) (KH) (KI) (KJ) (KK) (KL) (KM) (KN) (KO) (KP) (KQ) (KR) (KS) (KT) (KU) (KV) (KW) (KX) (KY) (KZ) (LA) (LB) (LC) (LD) (LE) (LF) (LG) (LH) (LI) (LJ) (LK) (LL) (LM) (LN) (LO) (LP) (LQ) (LR) (LS) (LT) (LU) (LV) (LW) (LX) (LY) (LZ) (MA) (MB) (MC) (MD) (ME) (MF) (MG) (MH) (MI) (MJ) (MK) (ML) (MM) (MN) (MO) (MP) (MQ) (MR) (MS) (MT) (MU) (MV) (MW) (MX) (MY) (MZ) (NA) (NB) (NC) (ND) (NE) (NF) (NG) (NH) (NI) (NJ) (NK) (NL) (NM) (NN) (NO) (NP) (NQ) (NR) (NS) (NT) (NU) (NV) (NW) (NX) (NY) (NZ) (OA) (OB) (OC) (OD) (OE) (OF) (OG) (OH) (OI) (OJ) (OK) (OL) (OM) (ON) (OO) (OP) (OQ) (OR) (OS) (OT) (OU) (OV) (OW) (OX) (OY) (OZ) (PA) (PB) (PC) (PD) (PE) (PF) (PG) (PH) (PI) (PJ) (PK) (PL) (PM) (PN) (PO) (PP) (PQ) (PR) (PS) (PT) (PU) (PV) (PW) (PX) (PY) (PZ) (QA) (QB) (QC) (QD) (QE) (QF) (QG) (QH) (QI) (QJ) (QK) (QL) (QM) (QN) (QO) (QP) (QQ) (QR) (QS) (QT) (QU) (QV) (QW) (QX) (QY) (QZ) (RA) (RB) (RC) (RD) (RE) (RF) (RG) (RH) (RI) (RJ) (RK) (RL) (RM) (RN) (RO) (RP) (RQ) (RR) (RS) (RT) (RU) (RV) (RW) (RX) (RY) (RZ) (SA) (SB) (SC) (SD) (SE) (SF) (SG) (SH) (SI) (SJ) (SK) (SL) (SM) (SN) (SO) (SP) (SQ) (SR) (SS) (ST) (SU) (SV) (SW) (SX) (SY) (SZ) (TA) (TB) (TC) (TD) (TE) (TF) (TG) (TH) (TI) (TJ) (TK) (TL) (TM) (TN) (TO) (TP) (TQ) (TR) (TS) (TT) (TU) (TV) (TW) (TX) (TY) (TZ) (UA) (UB) (UC) (UD) (UE) (UF) (UG) (UH) (UI) (UJ) (UK) (UL) (UM) (UN) (UO) (UP) (UQ) (UR) (US) (UT) (UU) (UV) (UW) (UX) (UY) (UZ) (VA) (VB) (VC) (VD) (VE) (VF) (VG) (VH) (VI) (VJ) (VK) (VL) (VM) (VN) (VO) (VP) (VQ) (VR) (VS) (VT) (VU) (VV) (VW) (VX) (VY) (VZ) (WA) (WB) (WC) (WD) (WE) (WF) (WG) (WH) (WI) (WJ) (WK) (WL) (WM) (WN) (WO) (WP) (WQ) (WR) (WS) (WT) (WU) (WV) (WW) (WX) (WY) (WZ) (XA) (XB) (XC) (XD) (XE) (XF) (XG) (XH) (XI) (XJ) (XK) (XL) (XM) (XN) (XO) (XP) (XQ) (XR) (XS) (XT) (XU) (XV) (XW) (XX) (XY) (XZ) (YA) (YB) (YC) (YD) (YE) (YF) (YG) (YH) (YI) (YJ) (YK) (YL) (YM) (YN) (YO) (YP) (YQ) (YR) (YS) (YT) (YU) (YV) (YW) (YX) (YZ) (ZA) (ZB) (ZC) (ZD) (ZE) (ZF) (ZG) (ZH) (ZI) (ZJ) (ZK) (ZL) (ZM) (ZN) (ZO) (ZP) (ZQ) (ZR) (ZS) (ZT) (ZU) (ZV) (ZW) (ZX) (ZY) (ZZ)

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32. Promotion Request Memo Sample

When making a [promotion request memo](#), it should explain why you deserve a promotion. Writing such documents can also increase your chances of getting a promotion. However, it is better to make it precise and concise.

[Forlight Digital Inc.]

OFFICE MEMORANDUM

Date: January 18, 2013
From: Geraldine Savios
To: Paul Justine Fortworth
Subject: Promotion Request

Good Day, I would like to inform you that I intend to apply for the open position of Operations Manager within the Technical Team.

I believe with my 3 years of experience as Assistant Manager, I am capable of carrying out the responsibilities that come with the job position.

I hope you will consider my request for a promotion.

Thank you very much.

33. Budget Request Memo Sample

A [budget request memo](#) is a formal document addressed to certain employees within a company or business. It holds all of the financial records to guide future transactions.

[Allondrim Enterprises]

BUDGET MEMORANDUM

Date: August 27, 2033

From: Bill Kingston

To: Caleb Valentine

Subject: Budget Request

We would like to request a total of \$250,000 budget for the construction project of the new business site.

We have attached a file containing the estimates for every material and services required. We hope for a fast response.

Thank you very much.

34. Payment Request Memo Sample

In establishing a [payment request memo](#), it is better to keep it short and understandable. However, don't forget to put all the necessary details and make sure it is factual and accurate.

[Gaterush Banking]

PAYMENT MEMORANDUM

Date: March 05, 2011

From: Sheena Malick

To: Gregory Sharp

Subject: Payment Request

Good Day, this is to inform you that the deadline for the payment of your loan is due within 2 days. We hope you will be able to pay in time.

Please don't hesitate to contact us for any questions or extensions.

Thank you.

35. Training Request Memo Sample

A training request memo is a document that explains why a particular employee requires training. To help readers and employers understand the context, it should be concise and to the point.

BASIC TRAINING REQUEST FORM

* All fields must be completed in order for any training requests to be approved by HR Services

Name of Employee		Position	
Name of Line Manager		Division	
Name of Programme / COURSE(S)			
Method of Study (e.g. distance, classroom etc)			
Study Time Required (if any)			
Training Provider			
Start Date and Date of Completion			
Length of Programme			
Total cost of Programme			
PART ONE - To be completed by Job Holder and discussed with Line Manager			
Business Case (How will the programme benefit the individual, their line manager and the business?)			
What are you expecting to learn on this course (your objectives)?			
What preparation will you do before attending the course?			
What skills / knowledge will be developed as a result of attending this training?			

36. Vacation Request Memo Sample

When making a [vacation request memo](#), it is better to keep it short and direct to the subject line. Consider mentioning essential details and remain available for questions.

[Richmond Inc.]

VACATION REQUEST MEMORANDUM

Date: September 28, 2040
From: Michael Jameson
To: Sandra Ford
Subject: Vacation Request, October 10, 2040

I would like to request a vacation leave for this Friday, October 10, 2040, as I intend to attend a wedding on that day.

I have already informed my manager and supervisor before making this request.

Thank you for your consideration.

37. Weekly Staff Memo Sample

A [weekly staff memo](#) is similar to an employee memo. When making such documents, it should also have a similar context, which is precise and short.

St. Martin Academy

WEEKLY STAFF MEMORANDUM

Date: May 04, 2025

From: Carla Jordans

To: All School Staff

Subject: Start of Admissions

Please be informed that the school will begin accepting admissions next week, May 11, 2025. The management is requesting all staff in administrative, maintenance, and security departments to prepare accordingly.

Kindly keep posted for further announcements.

Thank you.

38. Overtime Request Memo Sample

When writing an overtime request memo, you should make it understandable. Include all the necessary details, such as the department, employees, and why you want to request overtime.

REQUEST FOR OVERTIME APPROVAL

As the University of Arkansas Staff Handbook indicates, non-exempt employees should not work more than 40 hours in any work week without the prior approval of their supervisor or department head. When overtime is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.

This form must be used for each week in which overtime is requested.

Employee's name: _____

Amount of overtime requested and date(s): _____

Tasks to be completed: _____

Reason tasks cannot be completed during regular working hours: _____

Employee: _____ Date: _____

Approved: Yes No

Supervisor: _____ Date: _____

Comments: _____

Tasks completed during overtime hours (give back if necessary): _____

Please complete and return this form to your supervisor after the overtime hours have been worked.

Actual overtime hours worked, with dates: _____

Employee's initials: _____

39. Loan Request Memo Sample

Making a [loan request memo](#) is basically writing a request to lend you a certain amount of money. Make sure it is formal, concise, and precise to make it look appealing and credible.

[The Cooperative Bank]

BUSINESS LOAN REQUEST MEMORANDUM

Date: April 25, 2030

From: Lee Tony Moor

To: Earl Hamilton

Subject: Business Loan Request

I would like to inform you that I have a current savings account in your bank with account number TCB78664383399 for the last 8 years, and would want to apply for a business loan. This loan, if passed, will be invested in this new enterprise to expand my business.

I am hoping for your kind consideration. Thank you.

40. Transfer Request Memo Sample

If you want to transfer to other departments or positions, writing a [training request memo](#) or letter could help you. However, it should contain all the necessary details while keeping it short and understandable.

[PSUT Co.]

JOB TRANSFER REQUEST MEMORANDUM

Date: April 25, 2030

From: Lee Jones

To: Human Resource Manager

Subject: Business Loan Request

Being employed for 4 years as a customer care executive in PSUT Co. - California Branch has given me opportunities to grow. However, for personal reasons, I have to move to Bristol UK, and would like to request for a job transfer to the company's UK branch.

If it is well in line with your organizational programs, kindly consider my plea with pity. Sorry for the inconvenience.

41. Executive Memo Sample

[Executive memos](#) are one of the most common memos that you could encounter in your life. It is a memo from the highest person in the company. It should look professional and formal to ensure it appears credible and reliable.

Kerluke University - Scholarships Office

MEMORANDUM

Date: August 05, 2030

From: Jennifer Gardner

To: Executive Committee Members

Subject: Rescheduling of the Scholarship Executive Committee's Second Quarterly Meeting

The Scholarship Executive Committee's second quarterly meeting will be moved to August 20, 2030, due to the unforeseen unavailability of certain members on the meeting's original date. These members' presence is required for the second quarterly meeting; therefore, it is necessary for the meeting to be rescheduled.

We apologize for any inconvenience this may cause the other members and appreciate their patience in this matter.

Thank you.

42. Deal Memo Sample

The agreements you'll be asked to sign before a shoot are known as deal memos or crew contracts. They're usually churned up by the production company and serve as the contract between you and the people that hired you. It should have all the terms and conditions of the deal that both parties agreed.

Carpal Media Inc.

CREW DEAL MEMO

Date: January 06, 2020

From: Jack Parks

To: Preston Brewer

Subject: Crew Deal Memo

This deal memo confirms the agreement between **Carpal Media Inc.** ("Production Company") and the above-named freelance contractor ("Contractor"), collectively known as the Parties. The Parties hereby agree as follows:

- The Contractor shall work as a crew member for twelve (12) consecutive months from the date of this memo.
- The Production Company shall compensate the Contractor within fifteen (15) days following the Production Company's receipt of the Contractor's invoice.

The Contractor acknowledges the conditions of the Production Company and shall adhere to them accordingly.

43. Project Closure Memo Sample

You must write a project closure memo to close the project formally once you finish the project. However, like any other memorandum, it should be precise, factual, and short.



Closure Document

Project Name:	
UM Business Units:	<input type="checkbox"/> MU <input type="checkbox"/> UMSL <input type="checkbox"/> UMKC <input type="checkbox"/> S&T <input type="checkbox"/> UMKC <input type="checkbox"/> UMSYS
Governing Body:	
Executive Sponsor:	
Project Manager:	
Date:	
Related Project:	(Future Use. Remove if not needed)

Purpose: The purpose of the Project Closure document is to formally close a project and authorize the transfer from a project to operations. It should include final information about the project deliverables, scope, resources and budget, as well as lessons learned.

1. Project Description

(Insert the basic description of the project – often from the initial charter document.)

2. Scope Statement

(Insert the scope of the project to be an a reference to what was accomplished.)

3. Project Accomplishments

(From the Charter, insert the intended goal and objectives. If the project was on track, you can talk about these items as what the project was able to accomplish. If any of these items changed, you should address why and how.)

- 1.1. Accomplishment 1
- 1.1.1. details

44. Construction Project Memo Sample

For construction-related projects, making a [construction project memo](#) is essential. It is a type of memorandum delivered by a construction consultant. It should contain all the necessary details in terms of construction.

[Rising Towers Development Corporation]

CONSTRUCTION PROJECT MEMORANDUM

Date: May 21, 2030

From: Delbert Gamble

To: Silver Key Homes

Subject: Construction Project Estimates

We have received your construction project quotation request as per your specifications last May 17, 2030. In this light, attached to this document are the estimated cost for the labor and materials and the estimated completion schedule.

For questions, clarifications, and any other concerns, please do not hesitate to contact us. Thank you.

45. Official Government Memo Sample

An [official government memo](#) is essential and credible as a business, company, and other organizational memoranda. It should also contain all the necessary details while keeping it simple and formal.



Treasury Department

MEMORANDUM

Date: December 15, 2030
From: Sylvia Burgess
To: Accounting Department

Subject: Submission of Financial Statements

Please be reminded that the states' books of accounts will be closed on December 20, 2030. As such, financial statements must be prepared and submitted on or before December 30, 2030.

In case of delays in preparing financial statements due to fortuitous events, please contact us so we can act upon it immediately.

46. Email Memo Sample

An [email memo](#) may have a different way of sending but has the same method of writing. It should have the accurate details needed, and it should be short and specific to make it understandable.

Typo Industries

MEETING MEMORANDUM

Date: May 02, 2020
From: Mark Huston
To: Production Department

Subject: Monthly Meeting

As you all know, our low productivity affected our sales last month and caused us to not meet our sales goals. To address this, we request everyone from the Production Department to attend a meeting in Room 23 on May 10, 2020, from 3:00 PM to 5:00 PM, as we discuss strategies to improve our productivity.

Please reply to this email if you have any questions.

Thank you.

47. Announcement Memo Sample

In establishing an [announcement memo](#), you should be direct to the point. Don't include unnecessary details, as it can ruin the entire context and could cause a mess.

Gemini Manufacturing Corp.

MEMORANDUM

Date: July 10, 2025

From: Matthew Jerkins

To: Jeff Miller

Subject: Financial Audit Announcement

We would like to inform you that this coming July 15, 2025, our auditors from the main office will conduct an extensive financial audit of your branch.

In line with this, we ask for your full cooperation in providing the auditors with all the required documents. Thank you for your understanding.

48. Communication Memo Sample

A [communication memo](#) is like any other memo. It should have the details needed as it communicates the entire organization. You should also make sure that it is short and understandable.

Rosemary Inc.

STAFF/EMPLOYEE MEMO

Date: January 25, 2021

From: Dorothy Macluhan

To: Earl Harris

Subject: Work From Home Extension

In the ongoing tragic phase of the vast-spread pandemic, we are extending the Work From Home period by 2 months, which is subject to change with due notice. We want to ensure that your health and safety remain a priority.

You are requested to report to the office on March 01, 2021. Further details for the resumption of workplace operations will be made prior to the said date. You may contact your immediate head for questions and concerns.

Thank you.

49. Warning Memo Sample

A warning memo is like a disciplinary memo. It is a formal process for recording a disciplinary issue, misconduct, poor performance and discussing it with the employee. It may also serve as a precursor to the termination.

SAMPLE – Written Warning for Misconduct and/or Performance

[Date]

[Name]
[Address]

Via [Hand Delivery OR Certified Mail No. _____]

Dear [Mr./Ms. Last Name]:

This letter shall serve as a formal written reprimand and is to confirm in writing our discussion of [date] concerning your unacceptable [performance and/or conduct] and to establish my expectations which I have outlined in a Corrective Action Plan to be commenced immediately. Further, you are hereby warned of additional disciplinary action if your [performance and/or conduct] does not improve. I have developed this corrective measure to assist you in bringing your work at a [classification] to an acceptable standard as defined in your enclosed Employee Performance Appraisal.

During the past [time period], your supervisor has shared with you concern about your [performance of the functions of your position and/or unacceptable conduct]. While I want to emphasize that some of the deficiencies would not constitute unsatisfactory performance when viewed singularly, the cumulative effect demonstrates your inability or unwillingness to conform to expected standards of work. I believe it is necessary to initiate this Corrective Action Plan to cause you to understand that not only are your deficiencies unacceptable, but also that we are at a point where such [substantial performance and/or unacceptable conduct] can no longer be tolerated. [insert language describing the consequences of the employee's actions, or inactions.]

You have been verbally counseled on numerous occasions concerning your work [performance and/or conduct] and your supervisor, [name], has spent many hours explaining appropriate [classification/job] protocol and process. Additionally, you have attended [insert number of training sessions employee has attended] training sessions; however, even with these attempts you have still not met performance expectations. Nonetheless, despite management intervention and assistance from your coworkers in actually performing your work [if applicable], you have consistently failed to meet reasonable expectations. It is my sincere hope that this corrective measure will cause you to meet the full complement of performance expectations.

So you may understand why I believe your [performance and/or conduct] to be unsatisfactory and how this prevents or hinders this agency from meeting its objectives, I offer the following representative occurrences that demonstrate your failure to meet the agency's work expectations. [Give SPECIFIC reasons for written warning – employee must be informed, with reasonable certainty and precision, of the cause of the action. Be sure to give examples of deficiencies i.e., who, what, when, where and how. Provide specific details including dates of previous disciplinary actions, unacceptable performance and/or conduct, management intervention, and the consequences to the agency/public.]

In an effort to assist you in meeting a standard of [performance and/or conduct] consistent with my expectations, I am establishing a thirty (30) calendar day improvement period, beginning [date] through

50. Printable Memo Sample

This [printable memo sample](#) below can help you in making your own memorandum. You can use this template as your reference if you want to make something with a similar design.

[Sunville Corp.]

CREDIT MEMORANDUM

Date: January 26, 2025
From: Anne Tutson
To: Warner Fairchild
Subject: Credit Update

We are pleased to inform you that we have eliminated the cost of your recent purchase.

Please let us know if you have any questions or concerns.

Thank you.

MEMO FORMAT

There are several variables and elements that you need to consider when making a memo for any reason. If you don't know what these setups are, scroll down to see some of the formats you might encounter in every memorandum.

1. Header

The first thing that you may consider when creating a memo is the header. The header usually contains the brand name or the company name.

2. Title

The second thing is the title. You should provide the title of the memorandum to let the readers know and avoid any confusion. It could also add to the credibility of the memo itself.

3. Details

Aside from the header and title, you should also consider the details. These details include the date, employees, the person the memo is pertained to, and other necessary details. This information is usually placed below the title.

4. Standard Writing Format

You should also consider the standard writing format. It should have an introduction, body, and conclusion. It is the same when writing any request letters.

5. Topic and Discussion

Finally, include a relevant topic and discussion. It will help your viewers comprehend the message you wish to deliver. Without it, readers may be confused about the memo's message.

General FAQs

What is a memo?

A memo or a memorandum is a written message usually used by businesses and organizations.

What is the purpose of a memo?

A memo is typically used within a company to communicate policies, processes, or other official business.

How to make a memo?

There are various things you need to consider when making a memo. These are the following:

- You should know what kind of memo to write
- List all the necessary details
- Understand your audience
- Use template
- Use short paragraphs
- Proofread
- Print and distribute

Do companies and organizations use memos?

Yes, companies and organizations still use and need some memos and their operation. They still use these documents in the office for various reasons, one of which is that they attract attention. They're more formal and professional, and they accommodate a wide range of formatting styles.

Can you make a memo for free?

Yes, you can. There are various free and editable templates that you can choose and use in creating a memo. You can also use our free and editable templates if you want.