MEMORANDUM

**To:** The specific groups you are targeting with your memo (i.e. deans, managers etc.)

**From:** Sender One Name, Title

Sender Two Name, Title

**Date:** Month Day, Year

**Subject:** Summarize your memo’s main point

Heading 1:

Heading 2

This is the body of your memo. Because a memo is more targeted than bulk email options like UBC Broadcast or UBC Bulletin, you can be more specific and direct in your language — as you will likely know the recipients and their communications style in some fashion.

Memo’s don’t require a signature line as the information block above covers that for you.