

- You should write the start of the address with capital letters. For example, when writing to your staff and you are the IT director of a certain company you will proceed on as follows:

To: All staff

From: The IT Director.

Date: 9/07/2018.

Subject: Promotions in Different Departments.

The body

The second part of the memo format is the body. You should keep your memo as short as possible by avoiding more stories in the body paragraphs. Below are some of the tips on how to come up with the best body for your memo:

- Consider your readers- your readers, in this case, are the audience that you are writing to. You should use the right tone depending on what you are writing on. You should be able to note the needs of your audience because for instance if you are requesting something from your staff as the manager, you have to use polite language so that your staff can consider your request. You should ask yourself any question that your readers are likely to come up with after reading your memo and address them accordingly. You should also use a language that will suit the class of people you are addressing.
- Go directly to the point- after deciding on what you are going to write on, you should avoid the salutations available in other letter writing formats. The thesis for your memo should be your major issue.

- Give the actions that you need the readers to do- after explaining what you need you should state the role of the readers in the implementation of your policies. You can also give the conditions that should apply to your reader. you can, for example, give a deadline to whatever you need to be done.
- End your memo with a summary. You need to summarize your points and state the cause of action needed by your readers. Try and be positive as much as you can while closing your memo.
- The last thing is signing- you can decide to sign at the end of the memo just to make it official. Signing of the memo makes it official.

Types of memos

There are different types of memos that you can be asked to write. It is good to get familiar with each type so that you can be able to classify and know where it falls. Below are some of the memo types that you can come across:

- Request memo- in this type of memo you will be trying to get a favor from a certain person or group of people. You are supposed to use persuasive language to win the heart of your recipients.
- Confirmation memo- this document is written after a certain agreement between two parties. You will be writing just to confirm that you agree to a certain demand. In this type of memo, you should state the terms of the agreement and encourage the recipient to ask for clarification where they did not understand.

- Suggestive memo- this type of writing is written in the case where the management is requesting views from the employees on how to solve a certain problem. You will need to request your readers to give their say about a certain issue and specify how they should forward the suggestions.
- Report memo- this is a memo written after a certain period of time to give an account of the progress.it takes the reportformat. In this memo, the body is mainly consistent of values and charts to indicate the progress.
- Informal results memo- this is where you are required to give the results of a certain action. It can be research that was done and people would wish to know the outcome, or it can be even application results for various seats in a department.

- You should write the start of the address with capital letters. For example, when writing to your staff and you are the It director of a certain company you will proceed on as follows:

To: All staff

From: The IT Director.

Date: 9/07/2018.

Subject: Promotions in Different Departments.

The body

The second part of the memo format is the body. You should keep your memo as short as possible by avoiding more stories in the body paragraphs. Below are some of the tips on how to come up with the best body for your memo:

It has come to our notice that some of you have not submitted their final year projects which is very crucial at this moment because it determines whether you will graduate or not. In the previous years, we have had the same incidents and students usually come back to me crying when they find out that their name is not on the graduation list.

Memo examples

A good writer would always have the passion of going through different samples to improve their proficiency. A memo template will help you to understand how you are supposed to orient your work to look appealing in the eyes of the reader. Below is a memo sample that should act to guide you on how to plan your work and keep to the right format.

MEMORANDUM

To: All students taking IT course at the university.

From: The department chair.

Date: July 7, 2018.

Subject: Submission of your final project.

It is good to go through such examples because they help you to understand how to format your work. You also get to know the right tone to use for your memo. The tone is usually very important in memo writing because it will determine the attitude that the recipients will have towards your memo. Am guaranteed that from this guide you are going to be the best writer of a memorandum to suit all kinds of audience.