

# INTEROFFICE MEMOS

**Interoffice memorandums (memos)** are used by employees within an organization to communicate with one another. A memo heading consists of four standard parts: TO, FROM, DATE, and SUBJECT. (See illustration of an interoffice memo.)

The memo is usually keyed on a preprinted form with the organization's name printed at the top of the page. If the headings TO, FROM, DATE, and SUBJECT need to be keyed, use the format guides presented below.

## Memo margins.

<b>Top margin</b>	<b>2"</b>
<b>Side margins</b>	<b>1"</b>
<b>Bottom margin about</b>	<b>1"</b>

**Spacing.** Begin all lines of the heading at the left margin. Leave one space above and below each part of the heading and below the subject. Use default tabs as shown below.

<b>TO:</b> Tab twice to key recipient's name. ↓ <b>1 Double Space gives one blank line</b>
<b>FROM:</b> Tab twice to key sender's name. ↓ <b>1 Double Space gives one blank line</b>
<b>DATE:</b> Tab twice to key date. ↓ <b>1 Double Space gives one blank line</b>
<b>SUBJECT:</b> Tab once to key subject. ↓ <b>1 Double Space gives one blank line</b>

**Body.** Begin all paragraphs of the memo at the left margin and key them SS with one blank line between paragraphs.

**Reference initials.** If someone other than the originator keys the memo, the keyboard operator's initials are keyed one line below the body of the memo. In addition to the standard parts, an interoffice memo may include the following special parts.

**Distribution list.** When a memo is sent to more than one person, a distribution list is used. Format the TO heading as shown in the example below:

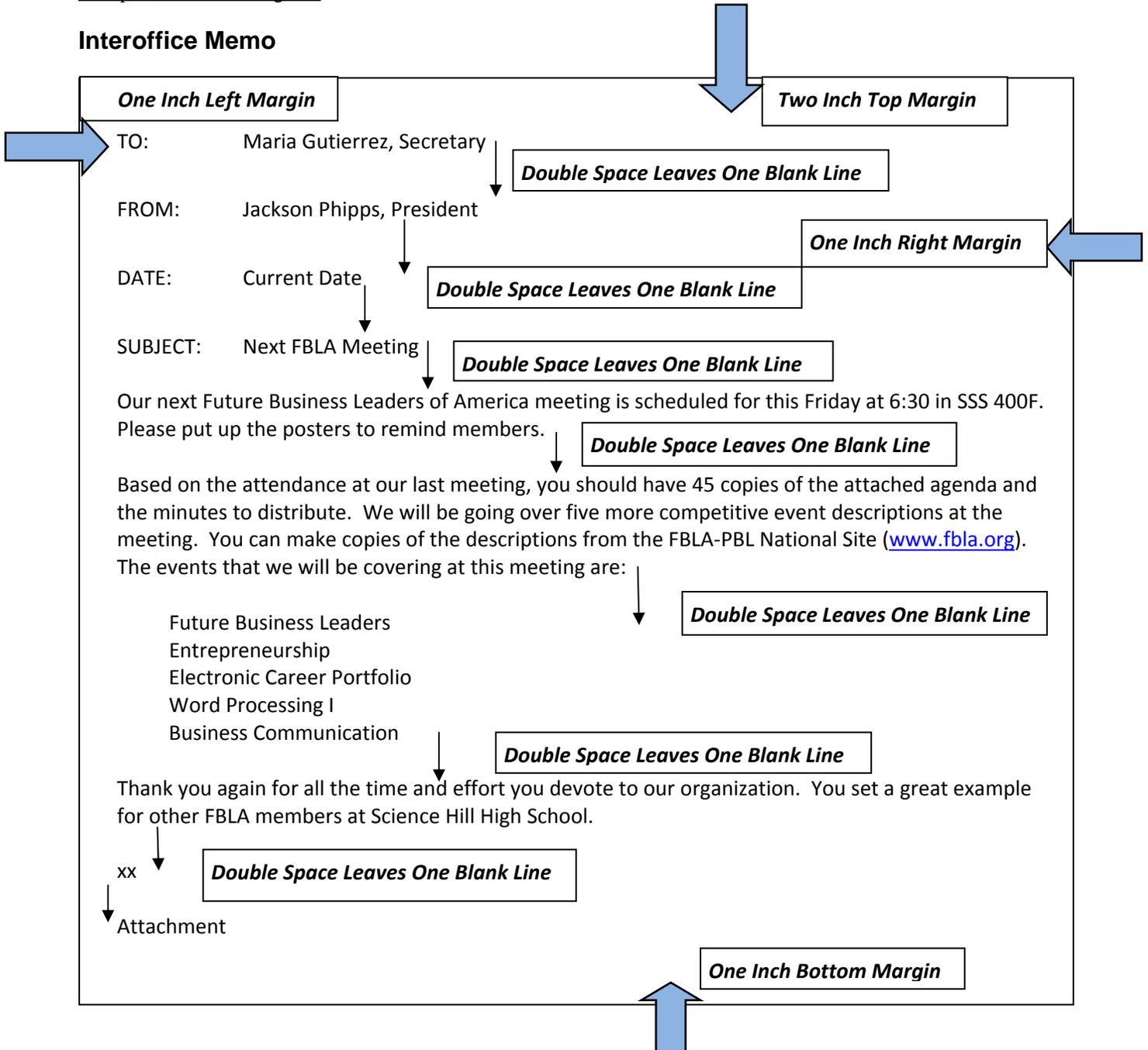
TO: Kayla Breckenridge  
Paul Cooper  
Sandra Cox  
Michael Williams

**Attachment/Enclosure notation.** If another document is attached to a memo, the word *Attachment* is keyed at the left margin one line below the reference initials. If a document is included but not attached, the word *Enclosure* is used. If no reference initials are used, the notation is keyed one line below the last line of the body.

**Copy notations.** A copy notation indicates that a copy of the memo is being sent to someone besides the addressee. Key *c* followed by the name(s) of the person(s) who are to receive a copy. Place the copy notation one line below the enclosure notation or the reference initials.

Sometimes the writer of the memo wants to send a copy to someone without disclosing this to the addressee of the memo. In this case, key *bc* (blind copy) followed by the name(s). The blind copy notation is keyed only on the copy or copies, not on the original.

## Interoffice Memo



## E-MAIL

E-mail (electronic mail) is a popular way for business people to communicate both inside and outside their organizations because of its speed in creating and sending messages. The delivery of e-mail can take place within minutes of its creation, whether the receiver is in the same building as the sender or thousands of miles away. The format of an e-mail message is similar to an interoffice memo but may vary slightly depending upon the software that is used.