**School Memo Format**

horizontal line

**MEMORANDUM**

**To:** [Recipient(s) Title or Group]  
**From:** [Your Name/Position]  
**Date:** [Date of Writing]  
**Subject:** [Brief and Clear Statement of the Memo’s Topic]

**Introduction**

* Briefly state the purpose of the memo. Introduce the context or issue that has prompted the memo.

**Background**

* Provide any necessary background information that the recipients need to understand the rest of the content.

**Main Content**

* Divide this section into subheadings if the memo covers more than one issue.
* Clearly outline each point, providing detailed information and explaining how the issues affect the recipients.
* Include specific data, examples, or findings to support your points.

**Action Items**

* Clearly state any actions that need to be taken by the recipients.
* Include deadlines for these actions and specify who is responsible for each task.

**Conclusion**

* Summarize the key points made in the memo and reiterate any actions needed.
* Offer to provide further information or assistance if needed.

**Attachments**

* List any attachments included with the memo.