

Memo

[Company name]

To: [Recipient names]
From: Naveed Ahmed
CC: [Recipient names]
Date: [Pick the date]
Re: [Subject]

Comments:

How to Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.