

# How to write a memo?

## Important Aspects of a Good Memorandum



### Lucidity

A memorandum must be clear and concise. It is a classic mode of corporate communication that is always brief and to the point.

### Precision

The memo characteristically has a specific, defined purpose. A memo is not only sent but can also be sought for modification of some aspect of the business.



### Author Identification

It may happen that the audience of a memo is not adequately described, but it is imperative that the author is.

## Essential parts of an ideal memo

### Heading

At the top will be the word – Memorandum accompanied by the name and address of the company and other relevant details.



### Recipient

The names of the recipients are an essential part of a memo. Typically, memos are intended to address only a few people

### Date

Like any other official document or communication, it is important to add date in the memorandum.



### Content

This would describe the purpose of the memo and state the objectives of the exercise.