Memo

To: [Click here and type name]

From: [Click here and type name]

CC: [Click here and type name]

Date: June 27, 2017

Re: [Click here and type subject]

How to Use This Memo Template

Select the text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text from the Styles and Formatting work pane from the Format menu. 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, select General Templates from the work pane, and then double-click your template.