

## Business Memo Purpose and Format

### Purpose

A business memo generally responds to a concern or issue. It is a formal piece of writing that is considered an official document. It is important to consider audience and purpose when writing a memo.

### Format

A business memo generally has three main parts:

#### 1. The Heading

The heading has a very specific format, which includes the following headings:

To:

From:

Date:

Re: (the subject of the memo)

#### 2. The Main Body

This is where you introduce the issue, state the purpose and address the key concerns or details of the memo. The structure of the body should be written like an essay.

#### 3. The Closing

The closing contains the recommended action based on the issues or concern.

### Other Additions

- You may also include supporting documentation such as a graph or chart.
- Business memos sometimes end with a signature, but it is **not** necessary to include one for this Project.

