|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMO** |  |  |  |  |
|  |  |  |  |  |
| From: | <Name of Sender> |  | To: | <Name of Recipient> |
|  | <Title / Department> |  |  | <Title / Department> |
| Contact: | <Tel No.> | <E-mail> |  |  |  |
| Subject: |  | | | |
|  |  | | | |

This example demonstrates the standard format of internal memo. The text is typed with 11 point Arial Regular. Do not alter the margins and the above table of the memo details.

The Body of the memo follows after 2 paragraph break with 1 line break between paragraphs. It is single-line spaced with 2 tabs as indention on the left.

For content which needs to be itemized, please follow the below format.

**1. <item 1>**

1.1 <sub-item 1>:

<Body Text>

<Body Text>

1.2 <sub-item 2>:

<Body Text>

<Body Text>

**2. <item 2>**

<Body Text>

<Body Text>

The last paragraph of the internal memo can be typed here. There is no need to add extra closing for signature.

cc: addressees can be listed here

Encl. can be indicated here if necessary.