



INTERNAL MEMO

Ref. :
Date :
From :
To :
CC :

HEADER

Subject:

Introduction

Discussion

Closing

The Complimentary Close

BODY

FOOTER

**Signature
Name (First/Middle/Last)**

ABD / DE / EF
Attachment; or Enclosure;
Distribution List (When To / CC Lines are not enough for other Recipients)

To: Cc:



INTERNAL MEMO

Ref. : O-CCD-IC-23-0001

Date : 13 March 2023

From : Manager, Corporate Communication

To : Manager, General Service

CC : Team Leader, Internal Communication

Subject:

Introduction: Before indulging the recipient with details and the context, give the recipient a brief overview of the subject, it will help clarify the reason the recipient should read this document. The introduction should be brief.

Discussion: The longest portions of the memo, it includes all the details that supports your idea (Begin with the information that is most important), facts and research that back up your argument.

Closing: A courteous ending that states what action you want the recipient to take. You may consider how the recipient will benefit from the desired action.

With Sincere Appreciation and Respect,

**Signature
Name (First/Middle/Last)**

ABD / DE / EF

Attachment; or Enclosure;

Distribution List (When To / CC Lines are not enough for other Recipients)

To:

Cc: