**Memo**

**To:** Person Person

**From:** Person Name

**Cc:** Optional

**Date:** 00/00/2018

**Re:** Reason here

[Opening – Get to the point in the opening paragraph. Keep things simple and short. Make it easy and fast to read.]

[Summary – Provide enough background so all readers understand the history, but again, keep it simple.]

[Conclusion – End with a call to action.]

CC: [Send copies to anyone affected by the memo.]