

I'm not robot!

Memo

To: 6th-12th grade faculty
From: Leah Zuidema
Date: November 14, 2003
Re: What a memo is and how to write one

This memo provides basic information about memos that you may wish to adapt and share with your students. Many teachers are so familiar with memos that we find it difficult to actually explain them to students; this document outlines some of the basics that students need to know. A memo is a short document that members within an organization use to exchange information. To write a memo, consider the needs of your audience, use the inverted pyramid for organization, and support your content with formatting that makes it easy to read.

What a memo is
Memos are considered to be official documents in most organizations. They are used to ask for information or to call for action, or they are written to report back in response to requests for information or action. Memos are often read by many people. Many memos are written to large groups of people within an organization. Some memos are written to only one person but are passed along ("forwarded") to other people in the organization who need the information. Because memos are official organizational documents, they are sometimes read by people outside of the organization. Some memos are made public for legal reasons or during court cases. Other times, particularly "juicy" memos are leaked to the press.

How to write a memo
After you have analyzed your audience and settled on your purpose, you can write a memo by following these steps:

1. Open a new Microsoft Word document and select the memo template, or design a page of your own that looks similar to this one.
2. Before you begin the actual text of the memo, fill in the header. State whom the memo is to, who is writing it, the date that it was written, and a precise and informative subject (labeled "Re:" in this memo).
3. Begin the text of your memo by stating the precise purpose of the memo (why you are writing). Then write a brief but informative summary of your message. The purpose and summary are the most important information to your reader.
4. Write the discussion section of the memo by explaining details and examples that will be essential for your reader to know. It may be helpful to remember to answer the questions who, what, when, where, why, and how.
5. Finish the text of your memo with a call for action or a statement about action you will take. Politely state what you want your reader to do after reading the memo.

As you are writing your memo, remember to make use of formatting conventions that will help your readers. Use block-style paragraphs, headings, bullets or numbering, and even graphics where appropriate. When you finish the memo and are ready to make it official, hand write your initials next to your name in the "From" line.

If you are interested in additional tips on writing memos, please visit the University of Toronto's website about memos at <http://www.sci.utoronto.ca/~writing/handbook/memo.html>. The memo you are reading is based on advice from this website, and you will be able to discover more detailed advice to help you with writing memos.



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY CENTER OF EXCELLENCE
AND FORT GORDON
500 CAMPBELL AVENUE
FORT GORDON GEORGIA 30605-0700

AT2H-CG

MEMORANDUM FOR ALL MILITARY PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 13 - Physical Fitness Policy
Procedures dated November 2002

1. REFERENCES:

- a. Department of Defense Directive 1308.3 DoD Physical Fitness and Body Fat Program dated June 2004
- b. Department of Defense Instruction 1308.3 DoD Physical Fitness and Body Fat Programs Procedures dated November 2002
- c. Training Circular 3-22.20 Army Physical Readiness Training dated August 2010
- d. Marine Corp Order 0100.13 WCH1, Marine Corp Physical Fitness Test and Body Composition Program Manual (MCPFTBCP) dated August 2008
- e. Air Force Instruction 36-2905, Fitness Program dated July 2010
- f. OPNAV Instruction 6110.1H Physical Readiness Program dated August 2005

2. PURPOSE: To establish a physical fitness policy for the Army, Navy, Air Force and Marine Corps personnel assigned or attached to Fort Gordon.

3. GENERAL: Service members shall maintain physical readiness through appropriate nutrition, health, and fitness habits. Aerobic capacity, muscular strength, muscular endurance, and desirable body fat composition, form the basis for the DoD Physical Fitness and Body Fat Program. Units should design physical fitness training and related physical activities consistent with established scientific principles of physical conditioning that enhance fitness and general health essential to combat readiness. Individual Service members must possess the cardio-respiratory endurance, muscular strength and muscular endurance, together with desirable levels of body composition to successfully perform in accordance with their Service-specific mission and military specialty.

4. STANDARDS: All personnel are required to meet and maintain both the physical fitness and body fat standards. All Service members shall be formally evaluated and tested in accordance with their service standard, at a minimum annually. The organizational unit shall implement body composition programs that enhance general health, physical fitness, and military appearance. My goal is for each Service member to score a minimum of 95% on each testable event and be able to run four miles in formation at a nine minute-per-mile pace. The organizational physical fitness program should be designed toward meeting that goal.

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DEPARTMENT OF THE ARMY
WALTER REED ARMY MEDICAL CENTER
11600 GEORGIA AVENUE, N.W.
WASHINGTON DC 20307-5001

REPLY TO
ATTENTION OF

MCHL-MCB

6 July 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leave, Pass and Permissive Temporary Duty (PTDY) Procedures - Policy
Memorandum #7 (CHANGE 1)

1. REFERENCE: AR 600-8-10.

2. PURPOSE: To establish policy and procedures for leave, pass and PTDY.

3. APPLICABILITY: This policy applies to all Soldiers assigned to Medical Center Brigade, WRAMC.

4. GENERAL: Soldiers earn 30 days of annual leave each year. Soldiers should take full advantage of this entitlement by scheduling leave so as not to coincide with a major training event and by managing their schedules so as not to lose leave at the end of the fiscal year. Manage requests for advanced leave on a case-by-case basis. If approved, the amount of advanced leave granted will not exceed the ETS leave balance amount.

5. POLICY:

a. All leaves must be approved prior to a Soldier's departure on leave status. Soldiers are not required to physically sign in or out on leave. Soldiers will not depart from their normal place of commate prior to the start of leave. Soldiers who travel in excess of 250 miles away from their place of duty must be in an approved leave or pass status.

b. Company Commanders are authorized to sign all leaves under 30-days, to include PCS and transition leaves. Company Commanders are NOT authorized to sign any OCONUS leaves.

c. Submit requests for regular leave 30-days and over and OCONUS leave through the supervisory channels to the Brigade Commander for approval. Approved requests for OCONUS leave should arrive at the S1 NLT 14 days prior to the effective date. All other stateside leave requests greater than 30 days should arrive at the Brigade S1 NLT 7 days prior to the effective date. Any OCONUS leaves request received after the 14 day requirement or any stateside leave request received after the 7 day requirement will be hand-carried by the Company Commander or Company First Sergeant for approval. All OCONUS leaves should go through the Hospital Executive Officer prior to arriving at the Brigade. A Leave and Earning's Statement (LES) is required to be attached to all leaves greater than 30 days. Submit a DA Form 31 for all travel outside of a 250-mile radius. All Soldiers will have the approved DA 31 in their possession prior to departure.

SAMPLE MOU

MEMORANDUM OF UNDERSTANDING
BETWEEN [REQUESTING AGENCY]
AND [AGENCY]

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the [agency name], whose address is _____, and the [agency name], whose address is _____.

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the SART (sexual assault response team) will meet and function. [Include a general description of the geographical boundaries of the territory covered by the MOU.]

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties' respective counties or municipalities and shall remain in full force and effect for not longer than [time frame]. This MOU may be terminated, without cause, by either party upon [time frame], written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

4. **Responsibilities of [agencies].** [Delineate all obligations of the first party listed above. Include the agency's responsibilities for costs and expenses related to the SART, including the cost of wages, salaries, benefits use of equipment belonging to other agencies while acting pursuant to this MOU.]

6. **Responsibilities of [other agencies].** [Delineate all obligations of the other agencies listed above. Identify the agency covered by this MOU, and include the agency's responsibilities for costs and expenses related to the SART, including the cost of wages, salaries, benefits and use of equipment belonging to an agency while acting pursuant to this MOU.]

7. **General Provisions**

A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

M • E • M • O

To: Chapter 13 Practitioners
From: Tammy Terry, Krispen Carroll, David Ruskin
Chapter 13 Trustees
Date: June 11, 2004
Subject: Increase in Chapter 13 Pre-Confirmation Attorney Fees Without
Formal Fee Application

Effective immediately, the Detroit Trustees will agree to a maximum award for pre-confirmation fees to be awarded in the Order Confirming Plan pursuant to LBR 2016-2 of \$1,800 for what is known as the "flat fee" or "no look" method. Similarly, we will agree to the awarding of a maximum of \$1,400 in instances of re-filed cases or those cases dismissed pre-confirmation. As always, fees requested in excess of these amounts will require the filing of a fee application. Further, we reserve the right to request the filing of a fee application in any case where we feel a full disclosure of work performed is appropriate.

Previously, the maximum amount was \$1,400, a sum determined in 1999. Since then there has been a 13.8% increase in the Consumer Price Index for Metropolitan Detroit, All Urban Consumers. That figure now translates to \$1,593 today. The figure of \$1,800 is suggested in recognition of increased cost of operation and in further recognition of additional duties, additional tasks being required of debtors' counsel, and in consideration of the fact that more time is spent in representation of the client.

As always, we solicit input from the bar with respect to these matters. Please feel free to contact any of us at your convenience.

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Career developmentWhat is Correct Memo Format? (With Template and Examples)By Indeed Editorial TeamUpdated June 29, 2022 | Published February 25, 2020Updated June 29, 2022Published February 25, 2020A memorandum, or "memo," is a written message used for internal communication in a business organization. Businesses often use it to update employees and internal stakeholders about company policies, procedures, projects, events and team activities. It is important to understand the correct memo format to convey your message professionally. In this article, we present some memo formats and samples with tips on writing a professional memo. Related: Memos: Definitions and ExamplesHow to choose a memo formatThere are a variety of memo types, such as information request, confirmation, periodic report, suggestion and study results memos. The objective or the purpose of the message will help determine the type of memo you're writing. For example, you may write an informational memo to share details with employees while a request memo needs to be more convincing. You may want a study results memo to maintain a neutral tone but a report memo may include relevant data and tables. While all types of memos follow a similar format, there might be some differences in the body of the message. For example, you may write the main message as plain text or include rows, columns or tables if you need to include a set of data. Sections of a memoUnlike a formal business letter, a memo does not include a salutation or the sender's signature. A memo format typically includes the following sections:HeadingThe heading section includes the name and address of the company, which is already printed in the case of a letterhead. Just below the address section or the letterhead, the word "Memo" or "Memorandum" appears to make it clear that the message is being communicated through a memo.RecipientThis section identifies the recipients. For example, if you are writing a memo to all the employees of the marketing department, it should say "To: All Employees of the Marketing Department."SenderThis section specifies the name, designation and department of the person writing the memo. For example, "From: T. Jones, Assistant Manager, Sales."CC or additional recipientsThese are the recipients whom you do not directly address in the To section but to whom you send a copy of the memo for the sake of information.DateAll memos must invariably include the date of writing the memo. Subject lineThe subject line gives the recipients a quick idea about the content of the memo. It should be brief and precise. For example, "Subject: Training session for employees of the SEO department."Message bodyThis section states the message in one, two or three short paragraphs. The body should first state the purpose of writing the memo, then move on to the message. If the content of this section is long, you may also want to include a summary of the message. The message should conclude with a clear call to action, i.e., what action the recipients are expected to take.Attachments (optional)Some memos such as those related to research, presentation or results may require additional data in the form of an attachment to substantiate the memo's message. Memo formatHere is a format you can use to create business memos:MemorandumTo: [Include recipients' name]From: [Include your name and title]Date: [Month, day, year]Subject: [Subject of the memo]A memo requires no salutationBody of the memoStart with a direct and brief introduction that states the reason for writing the memo. Provide concise but detailed information to the reader. End with a clear closing and a call-to-action. Related: 7 Types of Business Letters and When To Use ThemMemo examplesHere are five examples of business memos for different scenarios:Example 1To: All employees in the procurement departmentFrom: Barry Buttonwood, Assistant Manager, Staff Training and DevelopmentDate: August 22, 2020Subject: Mandatory training for new softwareYou are all aware of the company's recent adoption of a new supply chain management software. The company invested in the new application to improve communication with our vendors, enhance order tracking and reduce delays to the barest minimum to save cost and boost efficiency. We will hold a training workshop to familiarize department staff with the new software on August 25, 2018. We hope this training will allow everyone to make a smooth transition to the new application. All departmental staff must attend the training event. Example 2To: All employeesFrom: Bridget Paul, VP, Production DepartmentSubject: Periodic Factory MaintenanceDate: September 21, 2020I'm writing to inform you that the next periodic factory maintenance will start on September 27, 2017, and last for the next three weeks. As we continue to create new products and increase our production volume, we feel it is necessary to keep our facilities in the best conditions to ensure conducive working conditions for our staff, meet customer expectations and hit our revenue targets. During the periodic maintenance, we will shut down one factory each week and increase the shifts at the two operational facilities to meet our production quotas. We have made adequate arrangements for overtime bonuses and already discussed with heads of departments and team leaders on ways to maintain staff efficiency and productivity within the period of maintenance. If you have concerns or questions regarding the scheduled factory maintenance, kindly contact the human resources department. Meanwhile, we are sorry for any inconvenience that may result from this operation. Thank you for your cooperation. Example 3To: All staffFrom: Leila Smith, General ManagerDate: February 13, 2021Subject: Recurring data security issuesIt has come to my attention that the company has experienced a series of data breaches in the last two weeks because of the recent change in our firewall security system. I know some of you have lost files on your workstations and there has been at least an accidental leak of sensitive company information. We are taking steps to address the issue to prevent further data security lapses. In the meantime, we are switching to a temporary data management system until our engineers and external consultants can fix the problem. We welcome comments and suggestions on how to solve this problem so we can get back to delivering results for our customers. Thanks for your understanding. Example 4To: All staffFrom: Jayden Hardy, Marketing ManagerDate: October 12, 2020Subject: Natasha's weddingI am writing to inform you of Natasha Audrey's wedding that is coming up in the next two weeks. She would like every member of the department to be present on the joyous occasion. The wedding will be held at the Chapel of Light Church, Dawson Boulevard, Chicago, on Saturday, November 1, 2020. Reception is at the Emerald Events Center at 2 p.m. The company will provide a cocktail table with candy floss, drinks and snacks. RSVP to Anthony by Thursday, October 30 and please include dietary instructions in your RSVP. Example 5To: Fintech sales teamFrom: Janet Underwood, Head of SalesDate: May 20, 2021Subject: Sales quota achievementI am writing to congratulate you on the commendable efforts and energy you put into delivering on your team's sales quota for the last quarter. Your team showed exemplary product knowledge, customer service, negotiation skills and collaboration that is worth emulating by other teams and departments in the company. Thanks for your dedication and commitment to excellence. We will send your bonus checks and letters of commendation by the end of the week. Congratulations on this achievement! Related: Guide To Improving Team Communication in the Workplace Tips for writing effective business memosWriting business memos require proper formatting, professional tone and attention to detail. Here are some tips for writing a business memo:SubjectMake your subject line as specific as possible. For example, if you are announcing a holiday, consider including the name in the subject line. For example, the subject line of a memo announcing Thanksgiving holiday schedules should read "Thanksgiving holidays" instead of a generic phrase like "Regarding holidays." FormattingOrganize the memo into paragraphs with the important information first. You may use double spacing between paragraphs. Do not indent paragraphs. If needed, you may include a bulleted points section in the main message. Keep the style minimalistic to avoid distraction. Use bold, italic and all caps only where necessary. A memo does not require a signature but you can add "From:" in the header. ToneYour tone depends on the purpose of the memo. Since memos are mostly used for internal communication, you can keep the tone friendly, yet professional. Maintain objectivity and ensure that the memo is free from personal bias. Note that memos often relate to company policies and procedures and can have legal standing. LengthA memo should be clear and precise. Depending on the message, one or two short paragraphs are usually enough. However, if you need to write a longer message, keep the memo's length to one page. Target audienceAlways keep your audience in mind while writing a memo. All recipients should understand it without any difficulty. Spell out acronyms and abbreviations and explain technical terms if needed. StationeryYou can send a memo through email or on paper. If you are writing or printing a memo on paper, use your company letterhead. If using plain paper, consider A4 or letter-sized paper and print the company name and address in the heading. Related: How To Write and Properly Format Business Email MessagesPurposeEnsure that the memo is suitable for your purpose. You can use it as an effective management tool, e.g., to nullify a rumor or remarks about the company or its management. When it comes to giving someone feedback or suggestions, a private chat is more appropriate than a memo. Downloadable templateHere is a template that you can download for your convenience.

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