

**To:**

[Recipient Name/Department]

**From:**

[Your Name/Department]

**Date:**

[MM/DD/YYYY]

**Subject:**

[Memo Subject]

## Business Memo

### Purpose

[State the purpose of this memo clearly and concisely.]

### Background

[Briefly provide context or background information relevant to the issue or topic.]

### Discussion/Analysis

[Present key points, findings or facts. Use bullet points or paragraphs as needed.]

### Recommendation/Action Items

[List recommended actions or next steps.]

### Conclusion

[Summarize the memo and restate any key actions or decisions required.]