

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.]