

**WEEK 3
(4 HOURS)**

MEMORANDUM

MEMORANDUM

It is a written communication from one person to another within the same organization. Memos are written for a variety of purposes:

to inform decisions, actions, etc.

to request decision, actions, etc.

to provide information of any kind.

to remind someone of action required.

FORMAT OF A MEMO

MEMORANDUM

To

From

Ref

Date

Subject

Body of the memo

Initial