

MEMORANDUM



Definition

- A memorandum is a written proposal or reminder
- It is a recorded form of communication
- Used in business or between executives and employees.
- It is an informal note to represent something the parties desire to have, in written
- It is a recording document with legal terms and conditions
- Official orders in Government and Non-Government organization are passed through a memorandum.

Purpose

- To inform the readers of some specific information
- To persuade
- To take action
- Give feedback on some issue
- React to a situation
- Sometimes, to give after report.

Format

- Name of the organization
- Name of the person who has sent it and his designation
- For whom it is meant and designation
- Date
- Subject
- Body of the memorandum
- List of people, who will receive a copy of the memorandum

Content

- Body of the memorandum should begin with clear, concise sentence that states the purpose of the memorandum
- Body of the memorandum should contain
 - Purpose of statement
 - Summary
 - Discussion
 - Action

Sample

Memo No:-----

Name of the Organization-----

To :-----

From:-----

Date:-----

Subject:-----

Body of the memorandum

Signature of the issuing authority

copy to (1)-----

(11).....

No. H. 220/2010/GVE

Green Valley Educational Institute

Elahi Bagh Srinagar Kashmir

From: Mr. ABC

Principal

To: M/s. Menakshi

Sports Incharge

Date: 10 March, 2010

Subject: Sports meeting

PURPOSE

SUMMARY

DISCUSSION

ACTION

Principal

Copy to (i).....

(ii).....

THANKS