

All business memos should follow the standard format

TO: All students in Law 3111

FROM: Prof. Seth E. Lipner

RE: Format for Business Memos

DATE: 9/24/20

Memos are not letters. Do not start with "dear..." or end with "sincerely"

Have a descriptive reference line, and you won't have to begin your memo with "This memo concerns...."

You can then put the answer to the question you've been asked as your opening sentence....a good way to start

All memos (and other business communications) must:

1. Use 12 point font (preferably Times New Roman or Garamond.)
2. Have 1-inch margins top, bottom and sides
3. Be space-and-a-half, not single space