

# Memo

1. It is a short information of official communication/information.
2. It is a record (order place/target achieve/change of place/allotment of budget/change of staff etc.
3. Letters were detailed / Circulars are short/Memos are for orders/instruction.
4. The question given will have memo or circular written

## It is a

1. A gentle reminder (time/dress/more than expected hours but no target achieved)
2. To highlight
3. To inform
4. To instruct
5. To recount
6. To keep a record
7. Use easy language/short and crisp

## FORMAT OF MEMO

Organisation name

Address

**Title (Max 2 or 3 words)**

**Memo /Inter office memo/Office Memo**

Date : 12<sup>th</sup> November, 2021

To : Mr R.Gupta , Manager HR

From : Mr. LK Sharma, Designation  
Reference : AOC /0023  
Subject : (3 – 4 words) Awaiting production/dispatch

Body – Generally 1 paragraph or 2)

Sample 1-

(A memo letter informing the **Office Manager** about the **purchase of office furniture.**)

**ABC Technopolis Ltd.**

**65, Nehru Nagar, New Delhi**

Interoffice Memo

Date : 25 July, 2016  
To : Office Manager  
From : Mr. Ashok Reddy, Purchase Officer  
Reference : 216/BM

Subject : Purchase of Office furniture

As desired, the order for the supply of office furniture (chairs and tables, sofa sets) has been placed with Shivshakti Furniture Mart, Kirbi place, New Delhi. The chairs and tables will be supplied in multiple lots. The order will be completed in ten days.

**Sample 2**

**Memo regarding supply of budget**

**ABC Technopolis Ltd.**

**65, Nehru Nagar, New Delhi**

Interoffice Memo

Date : March 13, 2016

To : Department Chairs

From : Dr. Kerns, CEO

Reference : 216/BM

Subject: Supplies Budgets

Please note that we have used more than 80% of the budgeted funds for office supplies for this fiscal year. We have over 3 months left in the fiscal year. Plan accordingly so that you do not overspend in this area. Please see me to discuss extenuating circumstances.