Welcome to Multimedia, Rob! I’m pleased to be able to answer your questions about formatting and stationery for memos in the organization. In general:

- Interoffice memo stationary may be used by any employee
- Plan paper or letterhead stationary may also be used for memos as along as the From, Date, and Subject are included.

Please examine the enclosed samples and call me if you have additional questions.

Enclosure

Format Notes:

1. Line up all heading words with those following Subject
2. No salutation, e.g., Dear Rob
3. Indent lines following bulleted or enumerated lines
4. Use ragged line endings, don’t justify
5. No complimentary close or signature

Content Notes:

6. Subject line: summarize the main idea
7. Opening: start directly; state your purpose
8. Body: explain and discuss topic; use headings, bullets, etc.
9. Closing: request action, including a date; or summarize message; or provide a closing thought