

Memorandum

Tab over to line up the information that comes with the To:, From:, etc.

At the top of the page type Memorandum, or Memo, centered on the page. If using letterhead, type this a few lines below the letterhead.

To: Bella Jones, Shift supervisor, residential landscaping crew
From: Amber Garcia, owner, Landscaping Pros *AG*
Date: May 1, 2015
Re: New procedures for dispensing of yard waste

On a printed memo, place your initials here in pen.

As you may have heard, the city of Redmond has recently added a new facility for collecting community yard waste. This will required only minor changes to our current practices for dispensing of yard waste collected by our residential landscapers.

Effective October 1, all yard waste will be taken to the new facility on County Road 35. Please be sure to let your crew members know of this change.

If you have any questions, don't hesitate to contact me.

Memos do not require signatures, since the sender's name is listed earlier.

Line spacing: use one extra space between paragraphs in the body of the memo