

## **CORRESPONDENCE – MEMO EXAMPLE**

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BRIGHAM YOUNG  
UNIVERSITY  
IDAHO

### Memorandum

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**TO:** Jane Newemployee  
**FROM:** Mike Memoexpert  
**DATE:** March 1, 2007  
**SUBJECT:** Memo Style

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In this example of a memo there is a heading in all caps and bold. Your memos will be professional in appearance if you follow this examples.

psh