MEMO

[ORGANIZATION]

To: [Recipient names]
From:
CC: [Recipient names]
Date: [Pick the date]
Re: [Subject]

Comments: [Your comments]

Sample Structure

- Introduction (if longer)
- The question(s) you were asked to look into
- In what ways did you look into it, what sources did you use
- What you learned
- Additional thoughts
- Conclusions