

Anatomy of a Memo

This handout explains the various parts of a memo; you can use it to help write your own memo. A paper memo like this is more formal than an email message.

Title: Can be titled Memo or Memorandum, and either centered or left justified.

Heading: Includes To, From, Date, and what the memo is about. Re, RE, and Subject are all acceptable.

Introduction: Memos need to be concise and informative. The first paragraph should make the purpose of the memo clear, and tell what action is required.

Body: A typical memo is single spaced and usually one page in length, but it can be longer. Usually a memo has 2—4 body paragraphs. Always use complete sentences, and communicate main points in a concise, professional manner.

Bulleted List: Memos are read quickly by busy professionals. Use bulleted lists to break up information to get the point across in a clear manner.

Conclusion: If the memo requires the recipient to take action, the conclusion is a good place to reiterate the action required.

Closing: A simple, polite closing reinforces the professional tone of a memo.

MEMO

To: All Employees

From: Michael Herringer, Director of IT

Date: August 6, 2018

Subject: Password Requirements

I am writing to inform you of our company's new policy regarding password requirements. In an effort to keep up with the growing risk of cyberattacks, we have revised the criteria for creating a new password. You will be required to change your password within the next three days to meet the new guidelines.

A common way cyberattacks occur is through brute force password cracking. This occurs when an attacker tests common passwords against multiple user accounts. This method is simple and relatively easy, making it incredibly common. Every employee's password is a potential weakness for a cyber-attack. To combat the risk, we must develop strong passwords that cannot be easily guessed.

When creating your new password, the system will guide you through the process. It will prevent you from including completely spelled out words, your name, or the name of the company, and it will also require that your password include:

- At least 15 characters
- One uppercase letter
- One lowercase letter
- One number
- One special character

We cannot stress enough the threat that weak passwords pose to the entire business. Please remember to change your password within the next three days. If you have any questions or concerns, feel free to enter a help desk ticket or call the help desk (ext. 9102).

Thanks for your understanding and cooperation.

