

Memorandum sample:

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS UNITED STATES AIRFORCE

MEMORANDUM FOR TRAVEL CLERK

28 November 09

SUBJECT: Medical Seminar Prague 19-24 November 2009

1. I recently attended this seminar and I was delighted with the high standard of the presentations as well as the range of new medical equipment available for purchase.
2. I do have some concerns about the arrangements for registration and accommodation. Before I travelled to the Conference I had not received any information about my registration or accommodation. There was no reply email address and I was unable to contact you on your cell phone. The hotel had no record of my booking and your staff were unable to locate my registration details until the second day of the Seminar.
3. For the future, I recommend that you acknowledge registration and accommodation details by return email well beforehand and provide a reliable mobile phone contact.

J.B. SMITH

Medical Administration

Cc:

HQ Logistics

**Before you start to write a memo, take into account:**

1. The reason for the memo is clear.
2. The major points are in logical order.
3. Paragraphs are short – not more than four or five sentences.
4. Sentences are short – on average under 20 words.
5. Everyday words are used except for words that are needed for precision.
7. Unnecessary words have been eliminated.
8. Transitions and connectives are used when necessary.
9. Active words rather than passive verbs are used.
10. **Don't forget to number each paragraph.**