

TO: Alex, R2W Mexico Branch
FROM: Your Name
CC: Instructor Name and Section
DATE: February X, 2020
SUBJECT: Addressing Communication Barriers, Staff Motivation, and Meeting Management

You should front-load your memo with your purpose for writing. In short form, **for what purpose are you trying to recommend a course of action, and what is your justification for doing so?** Note [our sample memo](#) for tips on how to write an effective introductory few sentences. Make sure to use informative headers throughout the memo to retain your reader's attention and to effectively manage the flow of information.

Summary

Your summary is simply that—a **background of the issues at hand and the topics you plan on discussing**. Explain to your reader what has brought about the concerns that you are writing about and link those concerns once more to the ultimate recommendation you are attempting to convince the reader to agree to. Be aware of your tone and please do not speak disparagingly of anyone at the firm – your job is to provide recommendations to your client, not dictate action or cast blame on anyone.

Discussion

Your discussion is **an explanation of the evidence that you have for your recommendations**. Begin by making a specific point or claim that gives credibility to your recommendations. Follow up by substantiating that claim with evidence that you have collected from various research sources. Use qualitative or quantitative details whenever possible to serve as an appeal to the reader's sense of logic. You may also consider using bulleted lists when appropriate for an easier reading experience. Finally, finish the discussion by going over the potential benefits of your recommendation. What does the individual and the greater organization stand to gain from doing what you tell them to?

Recommendation

You should close out your memo by providing **the specific course of action you believe the recipient should take**. By now, you should have already provided the justification for your course of action of above; what remains is to detail how they should go about the implementation thereof. Begin by identifying immediate actions that they can take to give the memo a sense of urgency. Follow up with any processes they can initiate for the long-term to help further address the issue at hand.

Your references page – yes, you need to have one – should be in **APA** format, as should your parenthetical citations. For the formatting of the paper itself, you can use this model as a guide; you are, however, welcome to use subheadings if you choose. Please do not use footnoted citations for this memo.