January 01, 2017

AB Name

CD Person

Memo typing guide

When typing a memo, follow this page as a guide. This page is an example of the typical format for a memorandum. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 2” and right margin at 1”. Begin the date 2.5” down from the top of the page. Use Arial or Times at 12 pt with 18 pt leading with a paragraph space after of 6 pt. Do not indent at the beginning of the paragraphs, and always skip one line between paragraphs.