Memorandum

TO: Name, Title

AND / OR Division, Department

FROM: Name, Title

AND / OR Division, Department

CC: Name

DATE: Month, DD, YYYY

RE: Subject

In the **opening section**, state the purpose for your memo. A memo allows an individual, department, or division to share detailed information and / or instructions with colleagues that is *meant to last* such as major policy changes, formal announcements, and significant action requests. Use Calibri, Arial, or another Sans Serif font. The text in each section should be in 11 or 12 pt. font.

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.

Depending on the business purpose, use the Business Affairs logo or the specific logo for your department at the top of the document. Make sure that the logo image file is high quality and crisp.

# Automatic Headers

Utilize automatic headings in your memo to guide the reader through each section. Headings are also important tools that lend accessibility to a document as they help guide screen-readers through various sections.

To use headings, highlight the text you would like to use as a heading and navigate to the “Styles” pane on the toolbar to select what kind of heading you would like to use. See [this link](https://support.microsoft.com/en-us/office/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2) for more detailed instructions. Keep in mind that screen readers rely on the hierarchical level of headings to guide users through the document. Use “Heading 1” for main headings, “Heading 2” for sub-headings, and so on.

In order to change the template’s style, you may right click on each option in the style gallery under the “Home” tab in Microsoft Word and click on “modify” to change the automatic font, size, and color for the document.

Use headings to separate sections of longer memos. Organize these sections with short paragraphs and lists when possible. Headers should use the following style:

* Any Sans Serif style font that the rest of the document uses
* 16 pt. font
* Red-colored font

## Sub-headers

Use sub-headers to separate sections under a header topic. Sub-headers should use the following style:

* Sans Serif style font the rest of the document is
* 13 pt. font
* Red-colored font

# File Format

Memos must be posted as accessible PDFs so they may be easily available to persons with disabilities. Use [UNLV’s Grackle Suite subscription](https://www.unlv.edu/news/unlvtoday/create-accessible-google-docs-sheets-and-slides-grackle-suite) or Adobe Acrobat’s [accessibility feature](https://www.adobe.com/accessibility/products/acrobat.html) in the Action Wizard to make PDF’s accessible. More accessibility resources are available on UNLV’s [Office of Accessibility Resources](https://www.unlv.edu/accessibility) website.

# Style

Memos should avoid jargon as they are generally accessible to a wide audience. Since email has replaced memos for many day-to-day business processes, many of the conventions for writing professional emails apply to memos. The “format painter” brush on the upper right-hand corner of the tool bar under the “Home” tab and can help create consistency in style even when copying and pasting text from elsewhere.