



INTERNAL MEMORANDUM

TO [Recipient / Directorate]
FROM [Sender / Directorate]
DATE [Date]
REF [Reference No.]

SUBJECT: [Subject of the memorandum]

[This paragraph is placeholder text for an internal memorandum. A memo is used for communication inside the institution and between directorates; correspondence leaving the institution goes on the letterhead instead.]

[A second paragraph continues the measure. Memoranda are set in Garamond at 11 pt, ranged left, on the same 159.2 mm measure as a letter.]

[A third paragraph completes the example.]

[Name]

[Position]