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**Department: (MSMC)**

**Semester: 2<sup>nd</sup>**

**Assignment: Writing and presentation skill**

# MEMORANDUM

To :

From :

Date :

Subject :

Body of the Memo Containing the Details

1<sup>st</sup> paragraph:

2<sup>nd</sup> paragraph:

3<sup>rd</sup> paragraph:

My sincere congratulations to all you!

## **Basic Elements of Memorandum Format:**

Important components of a memo include the designated audience, date, subject, message itself, and, sender information. Generally, a memo would be sent to a group of people rather than an individual.

- Date:
- To:
- From:
- Subject:
- Memo report:
- Names of receiver: