**Memo Template**

Memo title:

**To**: recipient name

**From**: your name or name of person sending the memo

**CC**: include other recients to the memo

**Date**: July 1st 2020

Content: describe the main goal of the memo here

Details: Add more details to your memo.

Name:

Company Name:

Address:

**How to Use This Memo Template**

Enter your text in the fields above to type your memo. To save change, click « File > Save as » from the Microsoft Word File menu. In the Save document type box, choose document template. This will save this document as a template for future use. Next time you want to select your template, choose File > New, select « General Templates », and hen double-click your template to open it up.