

# Memo

**TO:** Donald Jones, Principal  
**FROM:** Kevin Fauber  
**DATE:** Current Date

**SUBJECT:** The main topic of your Routine Inquiry

Dear Mr. Jones:

These headers are all very standard and should be included as you see here (of course, change the names as appropriate). The Memorandum format allows you to maintain a degree of formality without being overly formal.

If you are sending this Routine Inquiry to someone you know fairly well, you might forgo this salutation. The salutation makes the Memo a bit more formal.

My name is Kevin Fauber, and I was a student at your elementary school, from kindergarten through the fifth grade. I have wonderful memories of my time at Roanoke Valley Elementary School, and I know a great deal of that is due to your leadership as principal. Currently, I am a senior at Virginia Tech majoring in Elementary Education, with an expected graduation date of next May. I am looking forward to embarking on a career in the education field. Now that I am planning for my future after graduation, I greatly value your insight, as a former teacher and current principal, on the following questions:

1. Will focusing on a sub-specialization, such as Special Education, assist me in obtaining a teaching position upon graduation over just Elementary Education?
2. Does it matter if I substitute teach in a private versus public school?
3. I currently volunteer in an afterschool program at a local elementary school. Do you see that benefiting me in future employment?
4. Since I graduate next May, would you be open to helping me find a position at your school after I graduate? I understand this is contingent on availability, but even if there are no positions, I would be open to volunteering within the classroom to help me develop my skills.

As a valued leader in this field, and in my hometown, your guidance would be greatly beneficial to me, and I am eager to get your insight. I want to have the same influence on today's students as you did on me some 15 years ago. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Kevin Fauber  
(540) 555-1234