11 TIPS FOR MEMO WRITING

Business memos are all about writing short and direct messages to your staff or customers. Once you have your memo drafted, you can either print them or distribute them via email. To learn more about how to write a memo, check out our 11 tips below:

1. Keep your memos crisp and to the point
2. Always use a business-like tone
3. Avoid overemotional language
4. Don’t use all capitals or exclamation points
5. Keep your message as simple as possible
6. Always check spelling and grammar
7. Don’t sign memos, it isn’t necessary
8. Keep it under a page in length
9. Use MS Word’s memo templates to help set it up
10. Write ‘memo’ at the top, followed by a To Line, From Line, Date Line, Subject Line and then the body of the message.
11. Always start your business memo by declaring your purpose for it.

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