**FORMAL MEMORANDUM TEMPLATE**  **[](http://bit.ly/3mBjRE4)**

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| **MEMORANDUM** | |
| COMPANY NAME | 123 Main Street, Hamilton, OH 44444 | PH: 321-654-9870 | FAX: 321-654-9871 | EMAIL: info@webaddress.com | |
| **MEMO TO:** |  |
| **FROM:** |  |
| **DATE:** |  |
| **SUBJECT:** |  |

|  |  |
| --- | --- |
| **OPENING** | |
| Body Copy | |
| **SUMMARY** | |
| Body Copy | |
| **CONCLUSION** | |
| Body Copy | |
| **CC** | |
| Name |  |
| **ATTACHMENTS** |  |
| Attachment Name |  |

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