

Memoranda/Memorandum/Memo

Memoranda: A memo (or memorandum means a "reminder") is normally used for communicating policies, procedures, or related official business within an organization. It is often written from a one-to-all perspective (like mass communication), broadcasting a message to an audience, rather than a one-on-one, interpersonal communication. It may also be used to update a team on activities for a given project, or to inform a specific group within a company of an event, action, or observance. A short message or record used for internal communication in a business.

A memorandum is a written message that may be used in a business office. It is a message one sends to a large group of employees, like the entire department or everyone at the Company.

Difference between Letter and Memoranda:

Memorandas are internal documents sent to employees to convey information about the company, while business letters are external communication mediums often related to sales activities or customer needs or to query a vendor or government agency. Memos are often sent to notify staff members about a meeting or new policy the company feels is important

enough. Memos are often informal, with less attention to structure, formatting, grammar and quality of paper. Letters are more formal documents sent to people outside the company. Letters are usually put on high-quality paper, rather than copy paper, and are carefully proofread to avoid even the smallest mistake.

⊗ A Letter is a short or long message that is sent by one person to another while a memo is a short message that is sent by a person to another.

⊗ A Letter is more formal and contains more information while a memo is informal and is very short.

⊗ A memo is more concise and to the point as compared to a letter.

⊗ A Letter is exchanged between businesses and their clients while a memo is exchanged between individuals within an organization.

⊗ A memo usually has a header that states where it is from and who it is intended for while a letter may or may not have this feature.

Structure of a Memo

To : Recipient's Name
Designation
Name of Company

From : Sender's Name
Designation / Position

Date :

Subject :

Body of Memo (Content):

(a) Situation / Problem —

(b) Solution / Action —

(c) Closing —

Sample of Memo

To : Suresh Agarwal,
Store Manager,
Big Brand Enterprises.

From : Deepak Dutta,
Assistant Manager,
Big Brand Enterprises.

Date : May 18, 2020

Subject: Regarding Dress Code Issues.

A number of our clients have expressed their concern over the way certain sales executives are dressed. Clients complain their clothing does not reflect our store's good image and quality of service, and instead makes them look trashy and unprofessional.

I think it is necessary for us to establish and enforce a dress code for all of our store employees. Some of the items that ^{can} no longer be considered appropriate are excessively baggy pants and T-shirts, low cut blouses, and any garment that expose the chest and back.

I would like to discuss this issue with you at your convenience, and also answer any questions you may have. Please contact me at 91-9296 5858 41.