

Business Memo Template



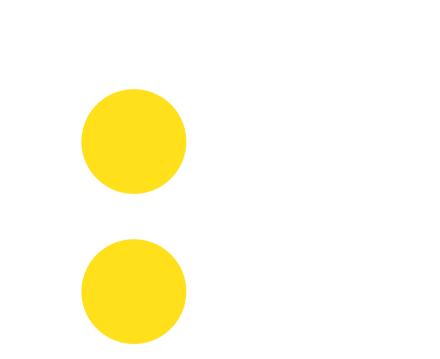
To: From: Date: Subject:



Background & Context

Key Information / Main Message

Action Items & Next Steps



Closing & Additional Information

