

APA MEMO OUTLINE

MEMORANDUM

To:(insert the name of the recipient + their title if available)

From:(insert the name of the sender + their title if available)

Date:(insert the date when the memo was composed)

Subject:(Insert the subject/ reason behind the writing of the memo (consider this the title of your memo, so write it down in **capital letters**)

BODY

Paragraph 1

- **Begin by writing a direct and concise opening stating the purpose of the memo**(You can begin the memo with” The purpose of this memo is...”, “In response to your request...”
- **Summarise your conclusions in the introductory paragraph**(The essential information starts at the top, followed by less important ones)
- **State the basis of your conclusions in the introductory paragraph** (Summarize the considerations you factored and the methodologies used)

Paragraph 2

- **Begin the next paragraph with a thesis statement**(a statement of facts containing a discussion of the issue or subject based on some of its accompanying points. It should not be more than two lines)
- **Support thesis statement with supporting information**(the argument that explains the significance of the facts and rationale for the need for action. This can include detailed discussions, statistics, citations, etc.)



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CONCLUSION

- **Include a summary of your memo's main points and recommendations**(These arguments and statements should explain the significance of the facts and rationale for the need for action. The sentences you be concise and straight to the point)

N/B: Read through each paragraph carefully to ensure the information in each paragraph supports the thesis statement

Important tips to note:

1. The headings may be double- or single-spaced, and the SUBJECT line is often in all capital letters.
2. The top heading of any memo should be the words **MEMORANDUM**
3. The text of memos typically uses block format, with single-spaced lines, an extra space between paragraphs, and no indentions for new paragraphs.
4. It should not be more than one-page
5. APA memos in **Times New Roman** 12-point font
6. APA memos should have 1-inch margins on all sides