

Memorandum

To / À: [Click here and type name]

From / De: [Click here and type name]

CC: [Click here and type name]

Pages: [Click here and type # of pages]

Tel.: [Click here and type fax number]

Date: Tuesday, 2/6/2009

Subject / Sujet : Insert message subject here

Hi [Recipient's Name],

This template illustrates the word processing format for Vanier College memorandum correspondence.

All memos should be typed using 11 pt Times New Roman typeface, on an exactly 12 pt line space.

Double space and start the first paragraph. Note that there is no indentation between paragraphs and a single space is used between paragraphs. Double space between the last paragraph and the closing.

With adherence to these guidelines, your correspondence will become an impressive reflection of Vanier College.