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| **INSERT YOUR OFFICE NAME HERE** |
|  |
| 1111 Franklin Street, 10th Floor  (insert number here) office (insert number here) fax |

**Interoffice Memo**

To: Vice President \_\_\_\_\_\_ (Insert Name)\*

From: Assistant Vice President \_\_\_\_\_\_ (Insert Name)\*

Date: (Insert date)

**Subject: Sample Interoffice Memo**

3 hard returns between subject line and body of memo

This is a sample interoffice memo that may be used **between parties within ANR and with other units of UCOP Oakland**. The font is Times New Roman 12 (or similar). The format is block. The template for this stationery **may be found on the public (shared) “O” drive**.

2 hard returns between last line of memo and enclosure notation

Enclosure\*\*

2 hard returns between enclosure and copy notations

c: 2 spaces between c: and list of names

\*If parties know one another, the use of titles and formal names are optional.

\*\* “Attachment(s)” notation may be used instead of “Enclosure(s)” if material is actually attached (with a staple or paperclip) to the cover letter/memo, or if letter is transmitted via e-mail.

Special Note: If memo is 2 or more pages, refer to correspondence sample 2nd page