

# Memorandum

**To:** %TAG\_RECIPIENT\_NAME%

**CC:** [Click here and type name]

**From:** %TAG\_SENDER\_NAME%

**Date:** %TAG\_DATE\_MEDIUM

**Re:** [Click here and type subject]

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## How To Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3, Body Text and List Bullet in the Style control on the Formatting toolbar.

To delete the background elements—such as the circle, rectangles, or return address frames, click on the frame boundary border to highlight the frame “handles,” and press Delete. For more details on customizing this template, choose Select All, and then Clear from the Edit menu. Next, click AutoText on the Edit menu, choose Gallery Example, and click Insert.