



FEMA

All margins are set at 1 inch. Use Times New Roman, 12 pt. Single space text and double space between headings and text and between paragraphs. Paragraphs are flush left, not indented.

Date Centered

MEMORANDUM FOR: Recipient's Name
THROUGH: (if applicable)
FROM: Sender's Name (title optional)
SUBJECT:

The first paragraph should state the purpose of the memorandum or why the issue is being brought to the attention of the recipient.

Next paragraph(s) should provide a brief summary of factors to be considered in making a decision, including the issue's immediate background and its current status. Short, concise phrases are encouraged. Identify legislative or other deadlines associated with the decision.

Subsequent paragraph(s) should discuss options for resolution and implications of those options. Internal input and clearances should be covered here, including any supporting or opposing viewpoints. If the issue is particularly complex, additional background can be provided as tabbed attachments.

Final paragraph should be a clear recommendation of specific action requested of the Principal as follows:

Approve/date _____

Disapprove/date

Modify/date _____

Needs discussion/date

Subject
Date of Memorandum
Page Two*

*Use this format if second and subsequent pages are necessary