



FEMA

All margins are set at 1 inch. Use Times New Roman, 12 pt. Single space text and double space between headings and 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 introduce or summarize an important policy development, announcement or respond to a request for information.

Next paragraph should note relevant background for analysis, development or request.

Subsequent paragraph(s) should provide sufficient commentary ideally in one page and without excessive additional attachments. Information memoranda should not be used to make policy recommendations or elicit decisions. See related memoranda formats.

Memorandums that have multiple pages should begin with the following three lines on the second and subsequent pages, beginning flush-left on the page:

Subject
Date of Memorandum
Page Two or Page 2 (whichever you prefer)