
INTEROFFICE MEMORANDUM

TO: [CLICK HERE AND TYPE NAME]
FROM: [CLICK HERE AND TYPE NAME]
SUBJECT: [CLICK HERE AND TYPE SUBJECT]
DATE: 1/3/2023
CC: [CLICK HERE AND TYPE NAME]

HOW TO USE THIS MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, on the File menu, click **Save As**. In the **Save As Type** box, choose **Document Template** (the filename extensions should change from *.doc* to *.dot*) and save the template. Next time you want to use the updated template, on the **File** menu, click **New**. In the **New Document** task pane, under **Templates**, click **On my computer**. In the **Templates** dialog, your updated template will appear on the General tab.